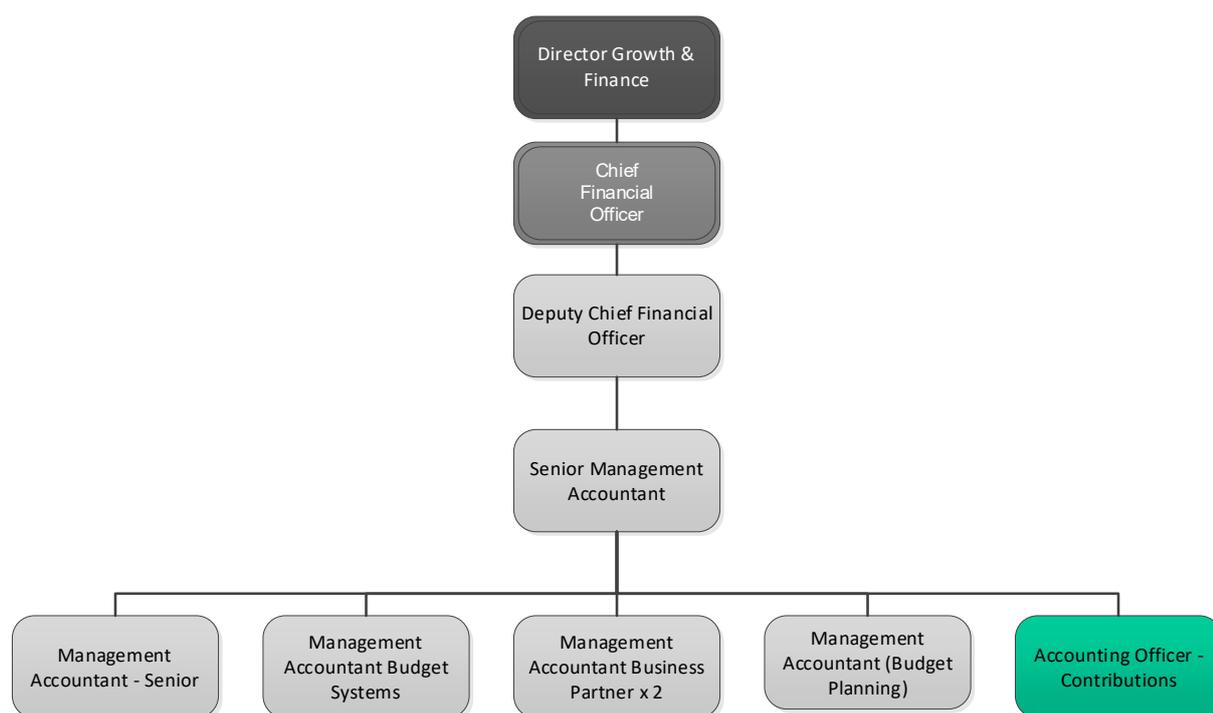


## POSITION DESCRIPTION

<b>Position Title</b>	Accounting Officer - Contributions
<b>Position Number</b>	21190
<b>Division/Directorate</b>	Growth and Finance
<b>Branch</b>	Financial Services
<b>Grade</b>	13
<b>Band and Level</b>	Band 3 / Level 2
<b>Special Requirements</b>	N/A
<b>Physical and Environmental Demands</b>	Physical and Environmental Demands as detailed in the task intensity analysis
<b>Reports To</b>	Senior Management Accountant
<b>Direct Reports</b>	Nil
<b>Authorities</b>	As detailed within the Delegation Register as delegated by the General Manager
<b>Key Direction/s</b>	Leading – A successful advocate for our people and places
<b>Position Purpose</b>	
<p>The primary purpose of this role is to maintain Council's Developer Contributions registers using Council's contributions software. The position supports customers and internal staff relating to Section 7.11 and Section 7.12 calculations. The position also contributes to corporate reporting improvements and provides broader assistance to the management accounting team in relation to the Annual Budget and Long-Term Financial Plan.</p>	
<b>Key Results Area</b>	
<p>Customer Service – Create a customer centric service environment and reward service excellence.</p> <p>Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.</p> <p>Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.</p>	

## Reporting Structure



## Key Duties & Responsibilities

1. Calculation and indexation of Section 7.11 and Section 7.12 contributions through the use of Council's contributions software,
2. Monthly reconciliation of all developer contributions cash / non- cash income, expenditure and interest in Council's contributions software,
3. Provide internal staff training and development for the accounting procedures and processes within Council's contributions software, specific to the calculation and indexation of payment notices,
4. Maintain Council's Developer Contributions Register in accordance with Clause 217 of the Environmental Planning and Assessment Regulation 2021,
5. Ensure monthly reconciliations are performed to ensure Council's contributions software reconciles with income and expenditure recorded in Council's General Ledger,
6. Prepare Monthly Developer Contributions Management Committee (DCMC) Financial report in line with agreed month end reporting timeframes,
7. Assist in the preparation of Council's Financial Statements by providing information relating to Section 7.11 Contributions & funding.
8. Provide timely and accurate financial advice to Council's Senior Management Team and senior staff,
9. Assist with month end processes and monthly corporate reporting in line with agreed month end reporting timeframes,
10. Assist with the preparation of the Annual Budget and Long-Term Financial Plan,
11. Support the Strategic Infrastructure Planning Branch with the monitoring and updating of a specific Developer Contributions Long Term Financial Plan, which incorporates funding models for non-essential infrastructure,
12. Ensure compliance with all appropriate legislation, accounting codes and standards, policies and procedures that relate to the functions and activities performed by the position,
13. Other relevant duties which may be required by the Senior Management Accountant.
14. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.

15. Continuously display Council's corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

### WHS Responsibility

Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

### Risk Management Responsibilities

1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.
3. Must be aware of operational and business risks. Particularly:
  - understand and adhere to the principles of Risk Management within their job role;
  - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
  - provide input into various risk management activities;
  - report all emerging risks, issues and incidents to their manager or appropriate officer; and
  - follow Council policies and procedures.

### Records and Information Management Responsibilities

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

### Essential Criteria

1. Tertiary qualifications (or commenced) in an accounting / finance related discipline,
2. Extensive knowledge and experience in applying accounting policies and procedures,
3. Excellent research, analytical and problem-solving skills (including reconciliation skills),
4. Excellent communication skills (written and verbal),
5. Expert knowledge and application of Microsoft Office products (particularly financial spreadsheets),
6. Demonstrated ability to work in a team environment,
7. Proven ability to prioritise work and meet deadlines.

### Desirable Criteria

1. Demonstrated knowledge and experience in developer contributions accounting procedures,
2. Experience in the use of the Civica Authority application and Novaplan Contributions software.

**Prepared By**

Chief Financial Officer

**Date Prepared**

March 2026

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	