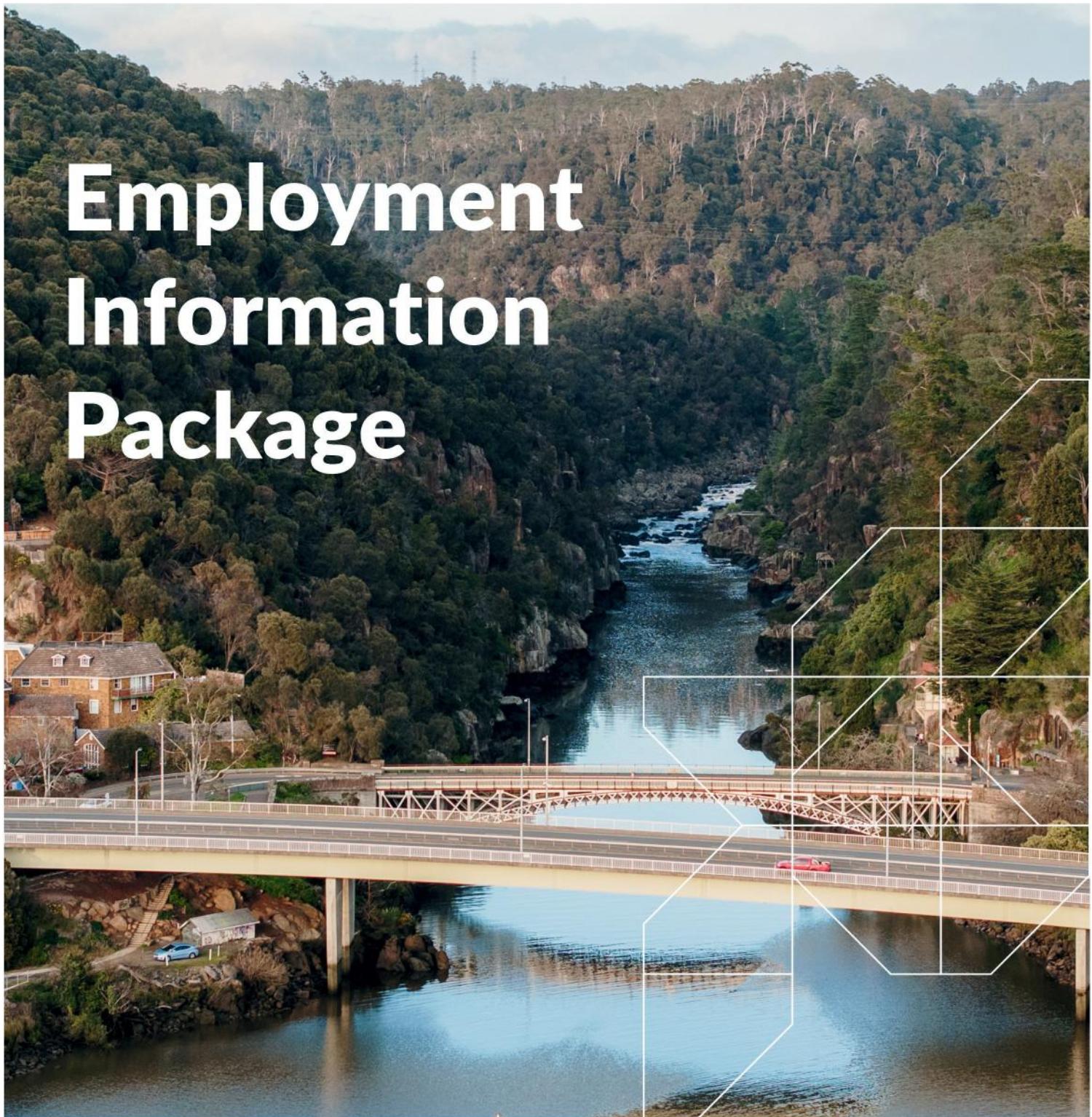


Employment Information Package



Senior Management Accountant

Position number: POS1271

Enquiries:

Name: Pieta Sinfield

Position: Team Leader Accounting

Phone: 03 6323 3167 - Please email after 24/12/2025

Email: pieta.sinfield@launceston.tas.gov.au

Application closing date: 3.00PM, SUNDAY 11 JANUARY 2026

📍 Town Hall
18-28 St John Street
Launceston TAS 7250

✉️ PO Box 396
Launceston
TAS 7250

📞 03 6323 3000
✉️ contactus@launceston.tas.gov.au
🌐 launceston.tas.gov.au

 **City of
LAUNCESTON**

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Address applications to:

Senior Leader People and Culture

City of Launceston

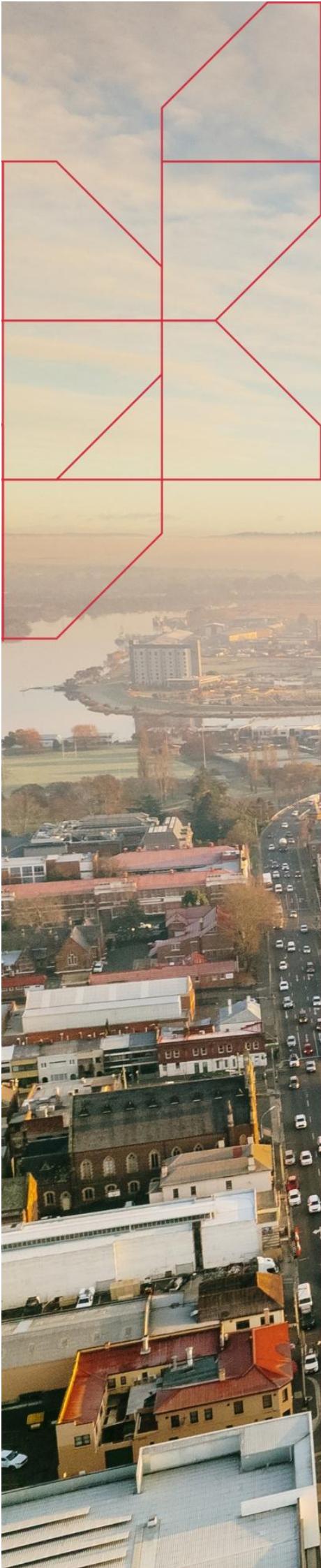
PO Box 396

LAUNCESTON TAS 7250

Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptions. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

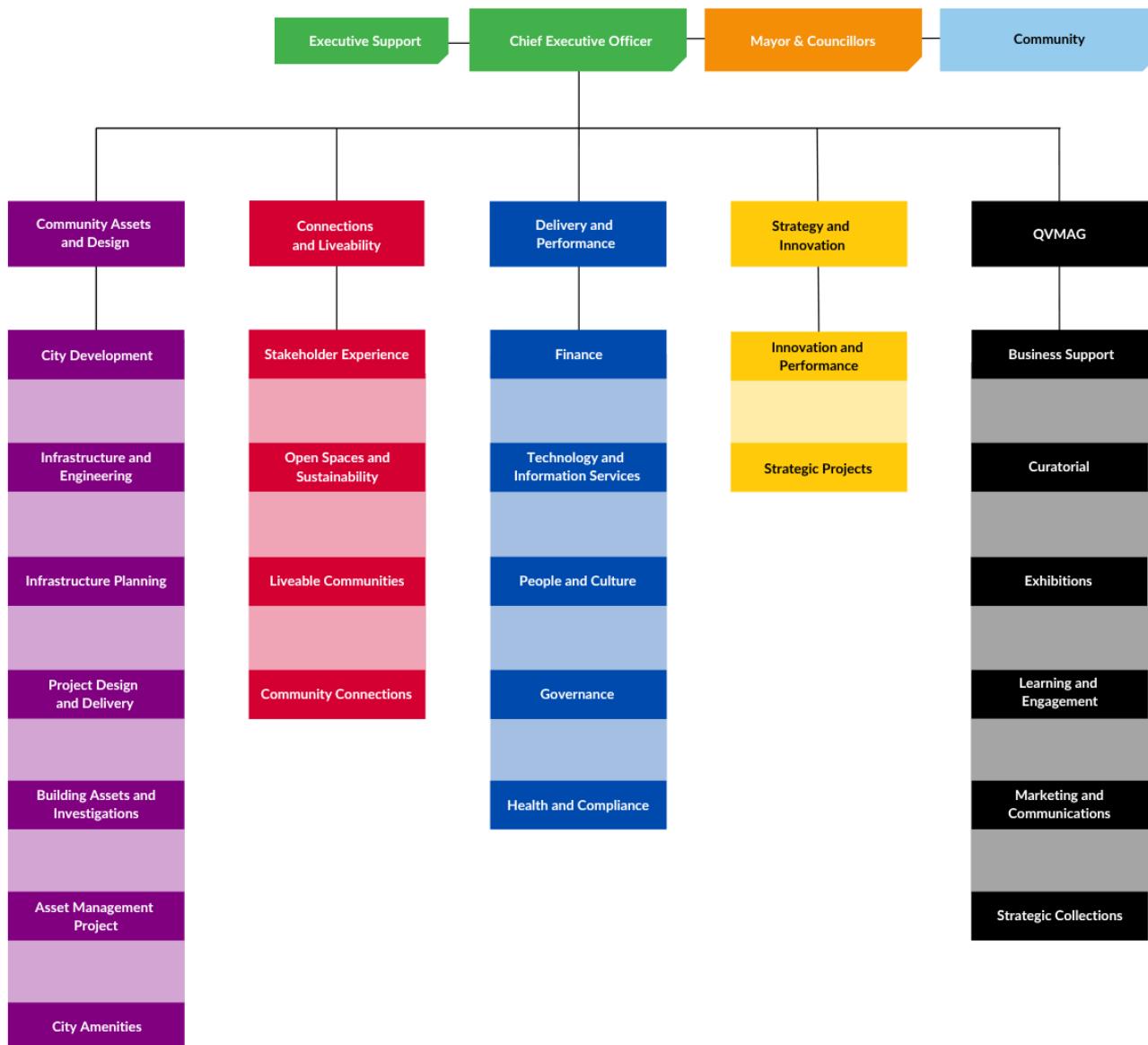
The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

Employee benefits offered by the City of Launceston include:

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Leisure & Aquatic Centre.
- Discounts at the QVMAG Gift Shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances

Organisational Structure



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application, please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

Information for applicants

**At the City of Launceston,
diversity isn't just
something we celebrate –
it's key to our success.**

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger – our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

**City of Launceston adheres
to the principles of a child
safe organisation and is
committed to the care and
protection of all children
and young people.**

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (highlighted criteria only)
3. Resume

The online Application for Employment can be [accessed here](#)
(you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

Recruitment steps

- 1. Application received**
- 2. Shortlisting**
 - Shortlisted applicants will be contacted by telephone or email to arrange an interview.
 - Unsuccessful candidates will be advised by email.
- 3. Interview**
- 4. Pre-Employment Checks:**
 - Reference Check
 - Police Check
 - Medical Assessment
 - Drug and Alcohol screening

All costs covered by City of Launceston

- 5. Suitability determination and preferred candidate identified**
- 6. Letter of Offer**



General conditions of employment

Position title	Senior Management Accountant
Employment terms	Permanent full time
Working pattern	19 day month
Total remuneration	\$114,391 - \$130,196 per annum* <i>*Total remuneration includes superannuation, as detailed below</i> Base salary \$99,255 - \$112,968 per annum
Superannuation	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description

Position Description Form - Officer

PF NUMBER:		POS NUMBER:	POS1271
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POSITION TITLE:	Senior Management Accountant
AWARD CLASSIFICATION:	Grade 6
EMPLOYEE:	
TEAM:	Accounting
REPORTS TO:	Team Leader Accounting
PREPARED BY:	Nathan Williams
DATE:	10 December 2025

APPROVED BY:	
NAME:	Nathan Williams
POSITION:	Executive Leader Delivery and Performance
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)
<p>The Senior Management Accountant provides strategic financial analysis, business partnering, and performance reporting to support informed decision-making across the organisation.</p> <p>Reporting to the Team Leader Accounting, this role delivers high-quality budgeting, forecasting, and financial insight, ensuring resources are optimally allocated to achieve organisational goals.</p> <p>Plays a key role in developing and maintaining financial performance frameworks, strengthening reporting systems, and promoting a culture of accountability and continuous improvement.</p> <p>Supports the continued development in relation to financial literacy of our leaders and people.</p> <p>Provides specialist advice to the Senior Leadership and Executive Leadership Teams on a wide range of management accounting topics including but not restricted to Goods and Services Tax (GST), monthly management reports, transactional processes and variance analysis.</p>

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values



Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	<p>Behave in a way that supports the City of Launceston's values.</p> <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well 	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	<p>Work collaboratively within your team and across other teams.</p> <p>Support delivery of the Team's strategic and annual plan actions.</p> <p>Work with other teams as relevant to technical role accountabilities.</p>	<p>Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback</p> <p>Collaborative opportunities are sought across teams</p>
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
Technical		
Financial Planning and Budgeting	<p>Lead and coordinate preparation of relevant areas of the Council budget and periodic forecasts.</p> <p>Partner with business areas to prepare accurate and realistic budgets and forecasts.</p> <p>Analyse variances and identify trends, risks, and opportunities.</p> <p>Support the preparation of long-term financial plans.</p>	<p>Budgets and forecasts are accurate, timely, and aligned with organisational priorities.</p> <p>Financial risks and opportunities are clearly identified.</p> <p>Managers have the information needed to make informed decisions.</p>
Management Reporting and Performance Analysis	<p>Prepare monthly management reports and financial dashboards.</p> <p>Analyse performance against budget and identify improvement actions.</p>	<p>Management reports are accurate, clear, and insightful.</p> <p>Financial performance is well understood across the organisation.</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Provide tailored financial advice to managers and project leads.</p> <p>Contribute to continuous improvement of reporting processes and tools.</p>	Decision-making is supported by timely and relevant analysis.
Business Partnering and Advice	<p>Develop strong relationships with internal stakeholders to support financial understanding and accountability.</p> <p>Translate financial data into clear insights and recommendations.</p> <p>Undertake financial modelling and analysis as required.</p> <p>Develop and deliver training to improve financial literacy and compliance across the organisation.</p>	<p>Stakeholders view finance as a trusted and proactive partner.</p> <p>Financial advice is valued, strategic, and practical.</p> <p>Business cases and projects are supported by sound financial analysis.</p> <p>Financial capability across the organisation is improved.</p>
Financial Operations	<p>Leads month-end and year-end processes including reconciliations, journals, and review of financial results.</p> <p>Ensure accuracy and integrity of financial data within corporate systems.</p> <p>Support preparation of statutory financial statements and related disclosures.</p> <p>Identify and implement improvements to streamline financial operations.</p>	<p>Reconciliations and reporting are accurate, timely, and compliant.</p> <p>Month-end processes are efficient and well controlled.</p> <p>Statutory reporting meets all legislative and audit requirement</p>
Financial Systems and Data Integrity	<p>Support the maintenance and development of finance systems to improve efficiency and accuracy.</p> <p>Ensure integrity of financial data and compliance with accounting standards.</p> <p>Support process automation and reporting enhancements.</p>	<p>Financial data is accurate and reliable.</p> <p>Systems and processes are efficient and well maintained.</p> <p>Reporting capability continuously improves.</p>
Taxation Compliance	<p>Leads preparation and review of GST and other statutory returns to ensure accuracy and timeliness.</p> <p>Maintain up-to-date knowledge of taxation and reporting requirements relevant to the organisation.</p>	Tax obligations are met accurately and on time.

Accountabilities	Activities/Tasks include:	Success looks like ...
Continuous Improvement and Leadership Support	<p>Identify opportunities to improve processes, reporting, and efficiency.</p> <p>Contribute to finance projects and system upgrades.</p> <p>Provide coaching and support to junior accounting staff.</p>	<p>Improvement initiatives deliver measurable results.</p> <p>Team capability and collaboration are strengthened.</p>
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health & Safety Act 2012)</p>	
<p>Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p>		

WORKING WITH VULNERABLE PEOPLE CHECK

	No
Working with Vulnerable People Check required?	
<i>If yes, include in Selection Criteria table below</i>	

SELECTION CRITERIA

POSITION REQUIREMENTS/COMPETENCIES

Organisational

- Community Focussed: considers community/customers in decision making

<ul style="list-style-type: none">• Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others• Create and Innovate: displays initiative & considers different ideas and perspectives• Safety Focussed: takes responsibility for own and team's health, well-being and self-care
Position Specific
<ul style="list-style-type: none">• Financial and Analytical Acumen: ability to interpret financial data and provide meaningful insights to support performance.• Business Partnering: builds effective relationships and communicates complex financial information clearly.• Systems and Process Improvement: demonstrates expertise in financial systems and drives process efficiency.
<ul style="list-style-type: none">• Leadership and Collaboration: supports and mentors others.• High level of discretion with ability to work confidentially with sensitive information.• High level of attention to detail.
QUALIFICATIONS AND EXPERIENCE
<ul style="list-style-type: none">• Tertiary qualification in Accounting, Finance, or a related discipline.• Eligibility for or progress towards membership of CPA Australia, or Chartered Accountants Australia and New Zealand (desirable)
• Minimum 5 years of experience in management accounting, budgeting, and performance reporting.

REPORTING STRUCTURE	
Leader	Team Leader Accounting
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Executive Leadership, Managers and Team Leaders	Reporting, guidance, budgeting, financial literacy
Finance Team	Support and mentoring
External	Nature of Relationships
Internal and External Auditors	Queries and explanations
ABS	ABS Returns
ATO	Compliance and Reporting

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)
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Purchasing Approvals	Limit \$2,000
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Confidentiality

Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION

Expectations of a City of Launceston employee:

- Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;
- Seeks feedback broadly and asks others for help with own development areas; and
- Translates feedback into an opportunity to develop.

**I agree to perform the duties detailed in this position description
in a manner consistent with the Organisation's Values:**

Employee's Signature:

Date:

PURPOSE:

A position description layout for use across the organisation.

SCOPE:

For use by all Leaders when updating a current employee's position description or writing a new one.

RELATED POLICIES & PROCEDURES:

[22-Rf-023 Guide to Writing Position Descriptions](#)

DOCUMENT INFORMATION

Reference number	22-Fm-156
Version	13/01/2025
Review	13/01/2027
Key function	Personnel
System	
Document type	Form
Responsible Team	Delivery and Performance
Approved by	Senior Leader People & Culture
Action Officer	Roxanne Chugg
Text search key words	position description employee officer

To be communicated to <i>(To be identified by Approver)</i> <i>(Insert ✓ in relevant row)</i>	Area only
	Team via Leader
	Specific Areas: •
	✓ Organisation-wide
	Website
	Intranet (via a link)

Hard copy distribution	N/A
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