



Position Description

Position Title:	Management Accountant
Department:	Corporate & Community Services
Classification:	Grade 22 Carrathool Shire Salary System
Employment Condition:	Local Government (State) Award
Additional Benefits:	Rostered Day Off
Basis of Employment:	Permanent Full Time 35 hours per week

All employees of Carrathool Shire Council are expected to provide the highest standards of performance and customer service to ensure Council proudly upholds values of **Respect, Service, Integrity, Teamwork and Sustainability** in its daily operations.

POSITION PURPOSE

To manage the processing of relevant transactions and data to ensure the efficient preparation and distribution of accurate and timely financial information, estimates, budgets and reports which comply with local government, regulatory, legislative and accounting standards. Ensure adequate systems and controls are in place to meet Council's ongoing financial governance requirements while overseeing the management of the finance staff.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Director Corporate & Community Services
Direct reports:	Finance Staff
Internal Liaisons:	All Staff
External Liaisons:	External Auditors, government departments

CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

Customer Service

- Ensure an efficient, courteous and professional service to internal and external customers at all times.
- Present a positive image of Council at all times.
- Promote a culture of understanding and exceeding customer expectations.
- Ensure effective community consultation and communication strategies are implemented for service delivery and projects where required.

Governance

- Carry out work in line with relevant legislative requirements, codes, practices and standards.
- Carry out their duties in a professional and ethical manner, in compliance with the requirements of Council policies and procedures.
- Take responsibility for and manage own work and contribute to a productive work environment.
- Comply with Council's Code of Conduct and requirements of EEO and anti-discrimination policies.
- Comply with and ensure compliance of Council's Policies, Code of Conduct and requirements of EEO and anti-discrimination policies.
- Ensure accurate and timely record keeping in accordance with Council's requirements.
- Promote responsible and accountable practices for keeping full and accurate records in relation to corporate activities and decisions.

Work Health and Safety

- Perform work in accordance with WHS Legislation and Council's Policies and procedures.
- Report all Near Misses/ Accidents, Injury & illness as per Council policies to the immediate supervisor.
- Contribute to work health and safety of self and others.
- Attend and participate in all training as directed.
- Monitor work practices to ensure employee health and safety.
- Respond to identified and reported risk in a timely manner.
- Acquire and maintain knowledge of Work Health Safety practices and matters.

Risk Management

- Assist council supervisors and managers in identifying and assessing hazards at the workplace.
- Be aware of and follow Council's risk management procedures when undertaking tasks or projects.
- Do not interfere or misuse any safety device or equipment which has been provided.

Environmental Responsibilities

- Consider the protection of the environment when undertaking Council activities.
- Consider the protection on the environment in decision making and in the undertaking of all Council activities.

KEY ACCOUNTABILITIES AND DUTIES

1. Manage the Finance department on a day to day basis, including accounts payable/receivable, revenue, rates, payroll and associated processes to ensure the efficient operation of the department's functions.
2. Identify actions to implement the goals outlined in Council's Delivery Plan and Integrated Planning and Reporting process to ensure compliance with Council's financial governance obligations.
3. Participate in the medium- and long-term planning of the Department to ensure it meets Council's requirements.
4. Undertake activities necessary for the preparation of Quarterly Budget Reviews and the completion on a regular, monthly, annual or other basis of various expenditure statements to ensure accurate and timely information is provided to Council.
5. Assist the Director Corporate & Community Services with preparation of the Annual Financial Statements accurately and within timeframes.
6. Oversee completion and lodgement of returns including Tax, BAS, FBT, and acquittal of grant funding as directed, and ensure accounts are reconciled monthly, and suspense accounts are reconciled and checked on a monthly basis to ensure the efficient operation of the department.
7. Prepare budget estimates and explanatory notes for Council in conjunction with senior staff and provide advanced guidance, each quarter and annually.
8. Assist with the completion of Governmental and Statistical Returns relating to the expenditure functions of Council. Account for revenue flows including rates, RMS and other income sources and expenditure.

9. Account for revenue flows including rates, RMS and other income sources and expenditure and ensure the general ledger is reviewed within agreed timeframes and general journals processed as required.
10. Manage Council investment portfolio, including cash flow management to ensure income is maximised over the long term and oversight registers related to loans, investments, assets, depreciation, and lease documentation.
11. Ensure Council's compliance with legislation and regulations within the scope of the position and prepare information and compile reports for Council meetings as requested to a high standard.
12. Carry out other duties that are within the limits of the employee skills, competence and ability as required.

COMPULSORY REQUIREMENTS OF THE POSITION

- The successful candidate will be required to undertake pre-employment screening and achieve a satisfactory outcome.

SELECTION CRITERIA

Essential

1. Qualifications in Accounting or a related field (Diploma level) with demonstrated experience in a similar role.
2. Demonstrated ability to use MS Word, Excel, Outlook and operate ICT/Financial Accounting software applications.
3. Working understanding of expenditure management practices in areas including; budgeting, asset management, stores and materials control, loans, payroll and creditors control.
4. Sound knowledge of accounting and financial legislation, regulations and standards.
5. Highly developed interpersonal skills and written and verbal communication skills with the ability to communicate with all levels within the organisation, and the ability to apply strategies for negotiation and conflict resolution.
6. Demonstrated ability to foster teamwork, cooperation and provide guidance and leadership.
7. Highly developed time management and organisation skills and ability to meet deadlines.
8. Class C drivers' licence.
9. Knowledge and understanding of Equal Employment Opportunity legislation.
10. Knowledge and understanding of Work Health Safety legislation and regulations specific to the work area.

Desirable

1. Degree in Business, Accounting or similar, CPA or Chartered qualifications.
2. Local Government knowledge and experience.

Please note that Position Descriptions are under constant review and may be changed, after consultation, to reflect organisational requirements at any time.

REVISION

Date	Amendment
30.05.19	Updated accountabilities and selection criteria

Job Demands

PHYSICAL DEMANDS		Freq.
Sitting	Remain in a seated for an extended period of time	R
Standing	Standing in an upright position without moving about	I
Walking /Running	Walking or running on even surfaces	F
	Walking or running on uneven surfaces	I
	Walking up or down steep slopes	I
	Walking whilst pushing objects	I
Bending/Twisting	Forward or backward bending or twisting at the waist	I
Kneeling/Squatting	Flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels	I
Squatting/Crouching	Squat or crouch posture to perform tasks	I
Leg / Foot Movement	Use of leg and / or foot to operate machinery	I
Climbing	Climbing up or down stairs, ladders, scaffolding etc	N/A
	Climbing under or over machinery	N/A
Lifting/Carrying	Raise or lower objects from one level or position to another while holding the object (eg whipper snipper)	N/A
	Light lifting and carrying: 0 – 9 kgs	I
	Moderate lifting and carrying: 10 – 15 kgs	I
	Heavy lifting and carrying: 16 kgs & above	N/A
Reaching	Reaching overhead with arms raised above shoulder height or forward reaching with arms extended	I
Pushing/Pulling. Restraining	Using force to hold / restrain or move objects toward or away from the body	N/A
	Pushing/pulling objects also includes striking or jerking	N/A
Hand/Arm Movements	Use of hands/arms eg stacking, reaching, typing, sweeping, sorting, mopping and inspecting	R
Grasping	Gripping, holding, clasping with fingers or hands	C
Manual Dexterity	Fine finger movements – keyboarding, writing, tightening a nut	R
Work at Heights	Using ladders, footstools, scaffolding, or other objects to perform work or any work where person stands on an object other than the ground	N/A
Driving	Operating any motor powered vehicle/plant	N/A
	Operating any motor powered vehicle on unsealed road	N/A
Head/Neck Postures	Holding head in a position other than neutral (facing forward)	I
	Repetitive movements of hands and arms	R

SENSORY DEMANDS		Freq
Sight	Sight is an integral part of work performance, eg. computer operation, work at night	R
Hearing	Environmental / noisy area e.g workshop, machinery	N/A
Smell	Smell is an integral part of work performance, eg. Working with chemicals	N/A
WORKING ENVIRONMENT		Freq
Dust	Exposure to atmospheric dust eg sawdust	N/A
Gases	Working with explosive or flammable gases	N/A
Fumes	Exposure to noxious or toxic fumes	N/A
Liquids	Working with liquids that may cause skin irritations if contact is made	N/A
Biological Hazards	Exposure to body fluids, bacteria, infectious disease, waste, garbage etc.	N/A
Extreme Temperatures	Environmental temperatures are less than 15 °C or more than 35 °C	N/A
Sunlight	Risk of sunburn exists from spending more than 10 minutes per day in sunlight	I
Slippery / Uneven Surfaces	Greasy or wet floor surfaces, ramps, uneven ground	N/A
Confined Spaces	Claustrophobic work	N/A
Hazardous Substance	Handling, transporting, storage of hazardous substances	N/A
PSYCHOSOCIAL/PSYCHOLOGICAL DEMANDS		Freq
Customer service involving interacting with distressed or angry people		O
Interacting with people with mental illness / disability		I
Working with dead or injured animals		N/A

EXPOSURE TO FACTOR - FREQUENCY KEY:

R	Repetitive	Multiple times in an hour
C	Constant	On average more than 5 times per week
F	Frequent	On average 3-4 times per week
O	Occasional	On average less than twice a week
I	Infrequent	On average once a month or less
N/A		Not relevant

Definition: Extended Period – More than one hour at a time