



# Position Description – Management Accountant

Position:	Management Accountant
Band:	Band 7
Position Number:	1534
Business Unit:	Financial Services
Directorate:	Corporate and Community Services

<i>Name of Occupant</i>	<i>Vacant</i>
<i>Date Approved</i>	<i>TBC</i>
<i>Approved By</i>	<i>Chief Financial Officer</i>

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## Position Objective

To be actively involved and support the preparation of the annual budget, forecasting, monthly reporting, quarterly reports, annual reports and performance monitoring. This position is also responsible for efficient and effective systems management and the asset management function.

## Key Responsibility Areas

The following are the key responsibility areas for the position:

1. Complete the monthly and quarterly financial reports for Council, including analysis of major variances for both operating and capital income and expenditure.
2. Co-ordinate the detailed preparation of the budget including the salary worksheet, fees and charges and internal charges.
3. Complete the draft budget document.
4. System administrator responsibilities for the finance system for users and associated security profiles.
5. Maintain cost codes and financial structures in the general ledger under the direction of the CFO.
6. Maintain the data integrity of the asset register for all purchases, sales and transfer of assets, monthly depreciation charges, works in progress and reconciliation with the capital program.
7. Co-ordinate the revaluation of assets in line with accounting standards for audit purposes, including infrastructure assets.
8. Maintain the budgeting and forecasting system.
9. Analysis of operating grants and completion of grants note for the annual report.
10. Assist with technical issues at end of financial year.
11. Liaise with internal and external auditors and action any agreed recommendations.
12. Effectively guide, support, co-ordinate and supervise the team's employees in a manner that ensures the unit's objectives are achieved

All other duties and additional tasks as directed, within the skills and abilities of a position at this level.

## Organisational Relationships

Reports to:	<i>Chief Financial Officer</i>
Supervises:	<i>Systems and Asset Accountant</i>
Internal Liaisons:	<i>All staff, Executive team members and Councillors</i>
External Liaisons:	<i>Members of the public, external auditors, government officers, organisations and agencies and other municipalities.</i>

## Commitment to Culture

Baw Baw Shire Council is committed to creating a culture first environment that actively promotes and demonstrates above the line behaviours.

We will strive to be:

**Optimistic** – about our organisation's future and our ability to deliver quality services and projects to benefit our community.

**Pragmatic** – by resolving issues and making the best possible use of our time, effort and resources.

**Respectful** – of ourselves, our Council and of the diverse views and perspectives of our community.

**Supportive** – by valuing our team members, empowering them to be successful in their roles and investing in their growth and development.

**Authentic** – by undertaking our work in an open, honest and transparent manner.

## Commitment to Safety

Baw Baw Shire Council has made a committed to increasing our safety performance. A high performing safety culture is created by empowering all Councillors, Employees and Volunteers to be accountable to our ThinkSAFE approach.

Our expectation is that you will **Think, Stop, Assess, Foresee and Evaluate hazards and risks** in all you do to achieve our overall goal of creating a safe work environment.

## Qualifications and Experience

The qualifications and experience required for the position include:

- Tertiary qualifications in a business discipline with some relevant experience or lesser qualifications with substantial experience in a relevant field of specialist expertise
- CPA or CA status, or demonstrated progression towards achieving this qualification, is highly desirable.
- Experience in a multi-functional organisation would be preferred.

## Key Selection Criteria

1. Qualifications and experience as outlined above.
2. Demonstrated experience in a management accounting role undertaking tasks such as planning/facilitating the annual budget, budget review, forecasting processes and producing monthly management financial reports including variance/financial analysis.
3. Proven expertise and judgement to analyse key accounting policies and processes.
4. Proficiency in computer accounting software.
5. Demonstrated enthusiasm and drive together with personal flexibility and a focus on improvement.
6. Demonstrated ability and commitment to create strong working relationships within the organisation.

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## Accountability and Extent of Authority

The incumbent of this position is accountable for:

- The quality of the work undertaken and the satisfaction of the incumbent's customers with the service;
- The accuracy and quality of reports and advice to the Chief Financial Officer
- Operating in accordance with the specific objectives and strategies determined and decisions made subject to budget and policy constraints;
- Developing policies and procedures for approval by the Chief Financial Officer which ensures the effective operation of Council's financial systems and assets.

## Judgement and Decision Making

Judgement and decision-making skills required for the role include:

- Analytical, investigative and accounting skills that enable technical problems to be solved and quality strategic advice to be provided.
- Problem solving and policy development skills; and
- The position is required to carry out works in accordance with specialised methods and develop procedures and processes for the operation of the financial accounting unit.
- The position is required to improve and develop methods and apply these to new situations in order to improve the efficiency and operation of the unit.
- Capable of making correct decisions having regard for the objectives of the Finance team and the Council. Guidance and advice are usually available from the Chief Financial Officer.
- The ability to complete objectives within given timeframes and monitor own performance without direct supervision.

## Specialist Skills & Knowledge

The skills and knowledge required to perform the duties of the position include:

- A comprehensive knowledge of Council's policies, procedures, practices and statutory provisions relating to the financial accounting functions.
- Extensive accounting knowledge in order to assist staff with enquiries and extensive understanding of budgeting and management systems.

- A strong understanding of the application of Accounting standards.
- Ability to provide effective training to staff.
- Demonstrated computer literacy, within a Microsoft Windows environment.
- Understanding of the long-term department and organisational goals

## Management Skills

The required management skills include:

- Ability to plan and prioritise work in the most efficient way within set time frames to achieve the desired outcomes of the position and finance team, despite conflicting pressures
- Ability to produce timely and accurate financial management reports that meet internal and statutory requirements.
- Well -developed organising and planning skills.
- The development of systems and processes that will assist in the completion of the financial accounting functions and the Financial Services Department.
- The ability to adapt and respond to changes implemented by management and Council and apply them to the key responsibility areas of the position.

## Interpersonal Skills

Interpersonal skills include:

- Capable of gaining the cooperation of other staff to ensure daily tasks are performed and to ensure customer service standards and objectives are met.
- Well-developed oral and written communication skills particularly to discuss matters that are specific in nature with other staff, management and members of staff.
- Highly developed negotiation, decision making and leadership skills to enable implementation of new policies, processes and procedures within Council, to improve controls and efficiency.
- The ability to build supportive and positive relationships within Council, with a strong focus on assisting and supporting non-financial staff in their roles.
- Demonstrate enthusiasm, drive and commitment to a team approach.

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**ACCEPTED** for and on behalf of the **EMPLOYEE**

[acceptance\_status]

Acceptance of Employee

[candidate\_name]

Name of Employee

[acceptance\_date]

Date

