

Position description

Management Accountant

Summary information

Section	Finance	Directorate	Corporate Services
Position grade	Band 3 Level 2 Salary System Grade 14	Position type	Permanent, full-time
Reports to	Senior Management Accountant	Direct reports	No
Approval limit	\$0	Release limit	\$0
Created/reviewed	August 2019	BCC number(s)	BCC700, BCC707

1 Position purpose

- Assist the Senior Management Accountant with the operation of the annual and long term budgets together with the production of monthly budget reports and the quarterly review of Council's budget
- Act in accordance with the *New South Wales Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety Management (WHS) system.

2 Qualifications and experience

Essential

- A degree in an appropriate field
- Solid relevant work experience
- Current class C driver's licence.

3 Authority

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities.

The incumbent's authority is subject to any limitation imposed by the management team, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Completion of specified tasks to ensure Council's annual and long term budget is finalised in accordance with the budget timetable
- Accurate and timely production of monthly financial management reports and quarterly budget review
- Design of report layouts as requested by Senior Management Accountant
- Maintain customer service standards.

Work health and safety (WHS)

- 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 system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfill these as indicated in the WHS Responsibilities guideline WHS001
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law* (HVNL) and Regulations, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the *Child Protection (Working With Children) Regulation 2013* and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your Manager immediately
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental sustainability

- Act in accordance with the *Protection of the Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

5 Duties

- Assist in the preparation of the annual and long term budgets including:
 - analysing economic parameters
 - preparation of budget and management plan timetable
 - capital requests
 - operational budgets
 - Works Improvement Program
 - Goods and Services pricing schedule.
- Annual statement of revenue policy
- Assist the Senior Management Accountant with the preparation of the monthly and quarterly budget reviews
- Assist the Senior Management Accountant with the operation of the annual and long term budgets
- Assist the Senior Management Accountant with the ongoing development and regular production of management reports as required by the organisation

- Assist the Senior Management Accountant with ongoing development of Council's financial management information systems
- Liaise with budget subject Managers to critically review their budgets on a monthly and quarterly basis
- Compile a report to Council each quarter outlining budget variances
- Maintenance of Council's budget within the financial management information systems
- Assist with the preparation and ongoing development of management reports for Council's competing business areas
- Maintenance and development of activity based costing database and production of activity based cost reports
- Assist in the development of systems and provide information for analysis of tenders and the pricing of services and activities
- Pricing review of Council's services in line with agreed deadlines
- Providing a positive image of the Finance section through day-to-day contacts with both internal and external customers
- Provide accurate and timely cost information relating to the costing of products, services and activities
- Other duties as directed by the Senior Management Accountant, Coordinator Financial Planning and the Chief Financial Officer.

6 Performance criteria

As per Council's performance management system.

Acknowledgement and agreement		
Employee	Name	_____
	Signature	_____ Date _____
Supervisor	Name	_____
	Signature	_____ Date _____