



Position Description	
Management Accounting Coordinator	
Name of appointed officer:	Vacant
Date of appointment:	
Date of last review of position description:	April 2017

1.	Salary and conditions	
	All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.	
	Assessed entry level of position within salary system:	Band 3 Level 2
	Position limit within salary system: (20 Grade structure)	Grade 13 – Entry to Step 4
	Status of position:	Permanent
	Hours of work per week:	35

2.	Organisational relationships	
	Directorate:	Corporate
	Section:	Finance and Supply
	Unit/team:	Corporate Business Support
	Work base:	Grafton
	Position responsible to:	Manager Finance and Supply
	Level of support and supervision:	High
	Level of personal management:	High
	Level of teamwork required:	High
	Supervision of staff:	2 staff
	Internal contacts:	All Council Sections
	External contacts:	Some contact with public and organisations

3.	Physical demands of the position
	Frequent use of computer keyboard
	Prolonged periods of sitting

4.	Purpose of the position
4.1	To provide accounting, administrative support and acquittal reporting for all funding received by Council from other levels of government in consultation with relevant Sections and funding agreements.
4.2	Coordinate the completion of Council's Annual Budget and subsequent Monthly Reporting/Quarterly Budget Reviews in accordance with statutory requirements, and management accounting support to all sections of Council.
4.3	To undertake special projects and research as relevant to the position and Section responsibilities and provide accounting and administrative support to the Finance & Supply Section as requested.

5.	Major duties and responsibilities
5.1	Assist the Financial Accounting team with maintenance of Council's general ledger to ensure all subsidiary ledgers are updated daily, that all internal accounting procedures are adhered to, and that the general ledger and subsidiaries remain in balance.
5.2	Coordinate the preparation and management of the annual budget and subsequent monthly reporting/Quarterly Budget Reviews processes according to statutory requirements. Quarterly budget reviews are to include reserve balances on a cash basis.
5.3	Coordinate the provision of management accounting business support (including the preparation of budget submissions) to Executive, Managers and Budget Coordinators.
5.4	Coordinate the preparation of monthly trading results for all Services including Council's Holiday Parks and business activities.
5.5	Keep abreast with changes to Local Government accounting, Australian Accounting Standards and ensure Council's compliance with these standards as they relate to the Finance & Supply Section.
5.6	Establish an Internally Restricted Cash and Investments Reserve Protocol which defines revenue sources allocated to individual Internally Restricted Cash and Investments Reserves and the expenditure purposes for each Reserve, and review and update annually.
5.7	Ensure all Council and Executive reports have comments regarding impacts on current year budgets and where applicable reference to whole of life costings for Council assets and services.
5.8	Provide a central focus point for the accounting, administrative support and acquittal reporting of Council funds received from other levels of government.
5.9	Monitor correspondence of available funds from other levels of government related to local government and disseminate information to relevant staff.
5.10	Completion of Roads and Maritime Services monthly forecast invoicing.

5.	Major duties and responsibilities
5.11	Assist in the determination of project budgets for projects funded from other levels of governments and the preparation of the budget component of funding submissions.
5.12	Develop and implement systems for the effective accounting and administration of funds received from other levels of government
5.13	Coordinate documentation to acquit funds from other levels of government and complete progress certificates against approvals, submit to relevant officer for authorization, and report to relevant funding agencies
5.14	Assist to develop project plans and prepare a calendar of critical dates/key milestones in liaison with Project Supervisors/Officers to ensure relevant reports and acquittals are prepared and submitted within the necessary timeframe to comply with grant funding requirements.
5.15	Liaise with section/budget managers to complete the financial reporting requirements for all projects funded from other levels of government in accordance with funding agreement timelines.
5.16	Monitor status of expenditure, approvals, milestones and acquittals and provide monthly reports to project supervisors/officers on the progress of each project funded from other government levels.
5.17	Proactively work with section management to coordinate Council's grant planning.
5.18	Provide quarterly reports on funding from other levels of government to Executive, including indicating breaches of milestones deadlines.
5.19	Maintain and reconcile Council's register of funding from other levels of government with Council's Subsidiary ledger.

6.	Essential criteria
	<i>Applicants must address each of the individual criteria listed below in their application</i>
6.1	Education and knowledge
6.1.1	Degree majoring in Accounting; or equivalent relevant industry experience
6.2	Licences/tickets, clearances, membership
6.2.1	Current Drivers Licence
6.3	Experience
6.3.1	Demonstrated knowledge and experience in financial and management accounting procedures, including budget preparation and control and account reconciliations
6.3.2	Demonstrated ability to deliver solutions to accounting and financial issues
6.3.3	Demonstrated experience in handling multiple projects and tasks with competing timeframes
6.4	Position related skills
6.4.1	Advanced computer literacy, including Intermediate to Advanced proficiency in Microsoft Excel and Basic to Intermediate proficiency in Microsoft Word
6.4.2	Demonstrated well developed communication skills (written, verbal and interpersonal)

6.	Essential criteria
6.4.3	Demonstrated experience in the management and supervision of staff
6.5	Work qualities
6.5.1	Demonstrated commitment to the achievement organisational goals and objectives

7.	Desirable criteria
	<i>Applicants must address each of the individual criteria listed below in their application</i>
7.1	Education and knowledge
7.1.1	Post Graduate or higher qualifications in relevant field of study
7.1.2	Knowledge of Federal and State funding programs for Local Government
7.2	Licences/tickets, clearances, membership
7.2.1	Eligible for membership to CPA Australia or the Institute of Chartered Accountants
7.3	Experience
7.3.1	Ability to interpret and implement legislative requirements of the position
7.3.2	Demonstrated experience in financial modelling
7.3.3	Demonstrated experience and implementation of Accounting Standards for Local Government including completion of Annual Financial Reports
7.3.4	Demonstrated experience in accounting for funds received from government
7.4	Position related skills
7.4.1	Advanced proficiency in Microsoft Excel and demonstrated experience in XLOne Report Writing
7.4.2	Demonstrated skills in the use of Technology One Corporate Enterprise Suite Software (excluding ECM) and property and rating systems

8.	Other features of this position may include
	Nil

9.	Generic performance requirements
	Ethics/probity – act in accordance with the Code of Conduct.
	Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.
	Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

9.	Generic performance requirements
	Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the Use of skills Clause in the Local Government (State) Award will apply.

10.	<p>Declaration</p> <p>In signing this declaration I acknowledge that I,, have been advised of the requirements, terms and conditions of appointment to this position based on this Position Description.</p> <p>Signed: Date:</p> <p style="text-align: center;"><i>Employee</i></p> <p>Signed: Date:</p> <p style="text-align: center;"><i>Manager Human Resources</i></p>
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