



Position Description	
Management Accountant	
Name of appointed officer:	Vacant
Date of appointment:	
Date of last review of position description:	July 2015

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 11 - 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:	Business Support
	Work base:	Grafton
	Position responsible to:	Corporate Business Coordinator
	Level of support and supervision:	Moderate
	Level of personal management:	High
	Level of teamwork required:	High
	Supervision of staff:	None
	Internal contacts:	All Sections of Council

2.	Organisational relationships	
	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	Provide budget development/monitoring support for Section/Budget Managers to enable the completion of Council's Annual Budget and subsequent Monthly/Quarterly Budget Reviews in accordance with statutory requirements.	
4.2	Provide management accounting business support to all Section/Budget Managers to enable the production of reports which accurately monitor the true operating costs and real income of each Council service in accordance with statutory and agreed time limits.	
4.3	Provide management accounting business support to enable the preparation of Business Plans for the commercial activities of Council, such as Holiday Parks, Saleyards, Regional Airport, Regional Waste Facility and Regional Art Gallery, in accordance with statutory and agreed time limits.	

5.	Major duties and responsibilities	
5.1	Provide budget development/monitoring support for Section/Budget Managers to enable the completion of Council's Annual Budget.	
5.2	Provide budget development/monitoring support for Section/Budget Managers to enable the completion of Monthly/Quarterly Budget Reviews (including the presentation of reserve balances on a cash basis) in accordance with statutory requirements.	
5.3	Monitor and advise Finance Officers of journals required for Council's project and general ledgers to ensure budget administration is maintained in a timely/accurate manner.	
5.4	Monitor project costings on a weekly/monthly basis in consultation with Section/Budget managers to ensure incomes and expenditures are running to budget.	
5.5	Provide timely and accurate monthly performance reports to the Corporate Business Coordinator.	
5.6	In consultation with Holiday Parks and Saleyards Officer, prepare monthly trading results for all Council's Holiday Parks and business activities.	
5.7	Assist with the preparation of submissions to other levels of Government and agencies, e.g. Grants Commission, statistical returns, as required.	
5.8	Keep abreast with changes to Local Government accounting, Australian Accounting Standards and ensure Council's compliance with these standards as they relate to the Management Accounting section.	

5.	Major duties and responsibilities
5.9	Assist with conducting financial budget/corporate system training for all staff as required.
5.10	Assist the Corporate Business Coordinator with the preparation of budget submissions and provide management accounting business support.
5.11	Assist with Corporate System development and testing for budgeting and business accounting solutions
5.12	Undertake reconciliations and provide advice on the availability and allocation of Council's various funding sources.
5.13	Assist with Enterprise Budgeting system management and support the Section Managers and Budget Co-ordinators with budget updates and budget bids.
5.14	Assist Section Managers and Budget Coordinators to make informed decisions, by writing financial reports using the XLOne Report Writing software over allocated data sources.
5.15	Assist with Chart of Accounts system management.
5.16	Process contributions, Activity Based Costing and internal transactions.

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	Tertiary qualifications in Accounting, Commerce, Economics or related discipline; or equivalent relevant industry experience
6.2	Licences/tickets, clearances, membership
6.2.1	Current Drivers licence
6.3	Experience
6.3.1	Demonstrated experience and understanding of the budgeting process and cost control measures
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 written, verbal and interpersonal communication skills
6.4.3	Demonstrated ability to interpret and implement legislative requirements of the position
6.4.4	Demonstrated capacity to train one on one and to effectively achieve skills transfer
6.5	Work qualities
6.5.1	Demonstrated commitment to the achievement of 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
7.2	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	Demonstrated experience in the development of complicated financial models
7.3.2	Demonstrated experience in the administration of financial systems
7.3.3	Demonstrated experience and implementation of the Local Government Code of Accounting Practice & Financial Reporting

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.
	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.	Declaration
<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>	