

# Position Description

## Management Accountant

**Name of appointed officer:** Vacant

**Date of appointment:**

**Date of last review of position description:** July 2015

### 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
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Position limit within salary system: (20 Grade structure)	Grade 11 – Entry to Step 4
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Status of position:	Fixed Term
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Hours of work per fortnight:	70
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### Organisational relationships

Directorate:	Corporate and Governance
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Section/Unit:	Finance and Supply
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Team:	Business Support
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Work base:	Grafton
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Position responsible to:	Management Accounting Coordinator
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Level of support and supervision:	Moderate
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Level of personal management	High
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Level of teamwork required:	High
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Supervision of staff:	None
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Internal contacts:	All Sections of Council
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External contacts:	Some contact with public and organisations
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### Vision, mission and values

<b>Our vision:</b>	To make the Clarence Valley a community full of opportunity
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<b>Our mission:</b>	To plan and deliver services valued by the community
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<b>Our values:</b>	the acronym ' <b>STRIVE</b> ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community
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Our Values and Behaviours	
<b>Safe</b>	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
<b>Teamwork</b>	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
<b>Respect</b>	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
<b>Integrity</b>	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
<b>Value</b>	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
<b>Engagement</b>	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

**Physical requirements of the position**

Frequent use of computer keyboard

Prolonged periods of sitting

**Purpose of the position**

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.

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.

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.

**Major duties and responsibilities**

Provide budget development/monitoring support for Section/Budget Managers to enable the completion of Council's Annual Budget.

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.

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.

Monitor project costings on a weekly/monthly basis in consultation with Section/Budget managers to ensure incomes and expenditures are running to budget.

Provide timely and accurate monthly performance reports to the Corporate Business Coordinator.

In consultation with Holiday Parks and Saleyards Officer, prepare monthly trading results for all Council's Holiday Parks and business activities.

Assist with the preparation of submissions to other levels of Government and agencies, e.g. Grants Commission, statistical returns, as required.

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.

Assist with conducting financial budget/corporate system training for all staff as required.

Assist the Corporate Business Coordinator with the preparation of budget submissions and provide management accounting business support.

Assist with Corporate System development and testing for budgeting and business accounting solutions

### Major duties and responsibilities

Undertake reconciliations and provide advice on the availability and allocation of Council's various funding sources.

Assist with Enterprise Budgeting system management and support the Section Managers and Budget Co-ordinators with budget updates and budget bids.

Assist Section Managers and Budget Coordinators to make informed decisions, by writing financial reports using the XLOne Report Writing software over allocated data sources.

Assist with Chart of Accounts system management.

Process contributions, Activity Based Costing and internal transactions.

### Essential selection criteria

*The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.*

#### Education and knowledge

Tertiary qualifications in Accounting, Commerce, Economics or related discipline; **or** equivalent relevant industry experience

#### Licences/tickets, clearances, membership

Current Drivers Licence

#### Experience

Demonstrated experience and understanding of the budgeting process and cost control measures

#### Position related skills

Advanced computer literacy, including Intermediate to Advanced proficiency in Microsoft Excel and Basic to Intermediate proficiency in Microsoft Word

Demonstrated well developed written, verbal and interpersonal communication skills

Demonstrated ability to interpret and implement legislative requirements of the position

Demonstrated capacity to train one on one and to effectively achieve skills transfer

#### Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

### Desirable selection criteria

*The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.*

#### Education and knowledge

Post Graduate or higher qualifications in relevant field of study

#### Licences/tickets, clearances, membership

Eligible for membership to CPA Australia or the Institute of Chartered Accountants

#### Experience

**Desirable selection criteria**

Demonstrated experience in the development of complicated financial models

Demonstrated experience in the administration of financial systems

Demonstrated experience and implementation of the Local Government Code of Accounting Practice & Financial Reporting

**Other features of this position may include**

Not applicable

**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.

**Declaration**

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.

Signed: ..... Date .....  
*Employee*

Signed: ..... Date .....  
*Senior Coordinator People, Culture and Safety*