



Position Description

Position Title	Directorate Management Accountant
Position No.	New
Division	Finance & Assets Department
Division	Finance
Reports to	Financial Services Manager
Current Status	Three year contract – full time
Band/Level	Band 3 Level 2
Grade	16 - 17
Step	Entry Level to Full Step 4
Last Reviewed	
Conditions of Employment	<p>The employee will work within conditions detailed within the Local Government (State) Award and the Council Policies/Systems including, but not restricted to:</p> <ul style="list-style-type: none"> * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal
Work Health and Safety (WHS)	<p>The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.</p>

Position Summary

The Directorate Management Accountant is responsible for assisting the Directors of Economic Development and Environment (EDE), Infrastructure Services (IS), Water & Wastewater (W&WW) and People & Services (P&S) to deliver strategic financial management plans for Directorates that respond to the strategic directions of the Council.

Central to the role is the development of strong financial and budget management controls throughout the Directorates operations; to provide accounting support to the Directorates; and to make recommendations to the Financial Services Manager on continuous improvement of controls, systems and processes.

The position holder will liaise with Directors and budget managers, providing advice and support on financial issues pertaining to their Department.

Specific Duties and Responsibilities

- Coordinate and prepare Directorate budgets – operating, capital and other projects.
- Coordinate Directorate monthly budget reviews and preparation of budget reports.
- Provide technical advice on contemporary funding and budgeting issues.
- Work collaboratively with directors and budget/project managers to ensure efficient and effective financial management.
- Provide direction and support to Directors and budget managers in terms of strategic financial management and performance within their program areas.
- Develop and update asset management plans in collaboration Directors and Managers.
- Provide assistance and training in budgeting, budget management, reporting and financial matters to ensure Directors and budget managers are upskilled and competent in these areas.
- Attendance at Management meetings as required.
- Provide Directors and managers professional advice, guidance and direction on technical and legislative matters relating to budgeting, financial planning and management accounting.
- Make recommendations to the Financial Services Manager on continuous improvement of financial controls, systems and processes.

- Comply with Councils Code of Conduct, Professional Standards and Statutory requirements, ensuring proper and ethical behaviour at all times.
- Initiate and resolve all correspondence with agreed turnaround times.
- Assist in the acquittal and management of grants and returns.
- Comply with Councils EEO Program
- Prepare reports for Council and Council Committees as required.

Core Duties and Responsibilities

Following is a list of duties and responsibilities that are required in this position, as well as other positions within the organisation;

- Processing Customer Enquiries
 - Receive customer enquiries in a courteous and efficient manner
 - Research, assess and respond to a customer enquiry within an appropriate timeframe
- Operate Office Equipment
 - Operate various office equipment items including photocopier, facsimile machine, heat binder, shredder.
 - Operate telephone equipment for incoming and outgoing calls.
- Operate Personal Computer in the completion of routine tasks
 - Utilise personal computer to create, modify and complete documents, using various computer programs.
 - Use and maintain all safety equipment and personal protective equipment (PPE) in accordance with relevant standards and policies.
 - Working in accordance with relevant competency standards.
- Budget Management
 - Develop annual departmental budgets in accordance with Council's budgetary policies and guidelines.
 - Prepare business cases as required for annual budget submissions and program development.
 - Review fees and charges on annual basis in accordance with conscious pricing principles.
 - Regularly (at least monthly) monitor departmental budgets – review and analyse budget variances and determine remedial action if required.

- Allocate income and expenses only to ledgers with an allocated budget.
- Manage capital / operational project budgets in accordance with project management policy and procedures.
- Adhere to Council's SWP 4.10 Budget Management to ensure a consistent approach to budget management processes, compliance with relevant legislation and regulations, as well as to ensure accountability for managing budgets.

➤ Work Health & Safety Responsibilities

- Consult on Health and Safety Matters
- Manage and contribute to development, implementation and review of Council's WHS Management System
- Provide Manager with annual WHS budgeting projections
- Ensure safety systems are implemented to address legislative compliance
- Final review and sign off on developed SWMS / RA and SOP's
- Ensure new workers and internal transferees attend WHS inductions (Corporate and Workgroup)
- Ensure staff are provided with necessary instruction, training, information and supervision to enable works undertaken to be carried out safely
- Ensure that equipment purchased meets Council's WHS requirements
- Ensure Council's Contractor Management Procedure is adhered to
- Review of all incidents and injuries
- Remedial and corrective actions are implemented to prevent reoccurrence
- Commitment to Council's Injury Management Procedure
- Participate in audits and workplace inspections as required
- Ensure WHS issues, information is addressed at Section meetings
- WHS performance review of direct reports
- Implement disciplinary actions for breaches in accordance with relevant Award

➤ Recordkeeping Responsibilities

- The incumbent is to undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions
- Prioritise and complete allocated Recordkeeping activities

➤ Return to Work Responsibilities

- Assisting workers to complete an Incident and Investigation Report and record the injury in the Register of Injuries before the end of the workday / shift in which the injury occurred.
- Reporting all injuries immediately to the Return to Work Coordinator, to ensure legislative reporting requirements for workers' compensation are met and to enable injury management and recovery at work to commence.
- Ensuring workers are provided with the necessary first aid and/or medical treatment as soon as possible and without delay;

- Assisting the Return to Work Coordinator and/or workplace rehabilitation provider to identify and offer suitable work via the Recover at Work Plan;
- Monitoring the injured workers' adherence to, and progress with the Recover at Work Plan in conjunction with the Return to Work Coordinator and/or workplace rehabilitation provider.

Supervisory Responsibilities

Nil.

Signatures

I agree to the requirements of this Position Description.

Employee

Date

Supervisor

Date

Manager

Date

Selection Criteria

Essential

- Tertiary qualifications or nearing completion in a degree level in Accounting, Business or Finance.
- Demonstrated experience in developing Departmental and project budgets.
- Demonstrated experience in monthly reporting and budget reviews.
- Demonstrated experience in delivering financial training to non-accountants.
- Ability to work within a team environment that provides financial services across a multifunctional organisation.
- Excellent written and verbal communication skills.
- Sound knowledge of finance and accounting related IT software, spreadsheet, relational database and other PC based systems and applications.
- Knowledge and understanding of the WHS Act and associated regulations.
- Class C Drivers Licence.
- Commitment to the principles of honesty and integrity.

Desirable

- Demonstrated experience in the preparation of annual financial statements.
- Experience of working in a local government environment.
- Thorough understanding of Local Government legislation relevant to the position.
- Three years relevant experience in Finance or Accounting.
- CPA Qualification.