



### Living our corporate values ...

Community  
Focused

Show  
Integrity

Encourage  
Innovation

Be Caring &  
Respectful

Commitment  
to Safety

Value  
Teamwork

... to deliver progress and value to our community

## Management Accountant

PD Version – August 2019

Next Review – August 2022

### Position Details

<b>POSITION NO:</b>	<b>500 046</b>
<b>DEPARTMENT:</b>	<b>Technology &amp; Corporate Services, Finance</b>
<b>POSITION LOCATION:</b>	<b>Parkes</b>
<b>EMPLOYMENT STATUS:</b>	<b>Permanent Full Time</b>
<b>REPORTING TO:</b>	<b>Chief Financial Officer</b>
<b>NO. OF DIRECT REPORTS:</b>	<b>1</b>
<b>BAND/LEVEL:</b>	<b>Professional/ Specialist Band Level 3</b>
<b>SALARY SYSTEM GRADING:</b>	<b>Grade 16 - 18 (grade dependent on skills &amp; qualifications)</b>
<b>ALLOWANCES</b>	<b>Nil</b>

### Purpose of the Position

To prepare Council's monthly reporting and quarterly Operational Plan, annual budget, Delivery Plan and Long-Term Financial Plan including the development and maintenance of the General and subsidiary ledger software to preserve integrity of the data.

### Key Position Responsibilities

- Manage the month end close process including preparation, review, analysis and distribution of monthly management reports taking corrective action when required on data integrity issues
- Develop, maintain and control general and subsidiary ledger software
- Develop dash boards to improve the communication and presentation of management information on a timely basis
- Develop and coordinate annual budget, Delivery Plan and Long-Term Financial Plan preparation
- Manage and mentor the Finance Officer

### Duties & Functions

- Assist Managers in determining month end accruals and prepayments between successive financial periods
- Assist Managers in budgetary and forecasting matters by providing technical advice, support and systems training



- Assist Managers with the costing and development of business cases
- Assist with the preparation of the annual financial statements
- Prepare quarterly Operational Plan reviews for capital works and maintenance projects in consultation with Managers
- Prepare general ledger balance sheet reconciliations including fixed asset registers
- Process fixed asset transactions
- Provide backup for Financial Accountant and the Chief Financial Officer as required
- To undertake other duties as required by Parkes Shire Council, within the scope of the person's capabilities, knowledge and experience.

### Position Skill Descriptors – Grade 16 - 18

1. Planning at an operational level to coordinate a range of activities across a number of services consistent with the Delivery Plan.
2. Decisions will often be made without requiring further guidance from the next level of management.
3. Problems are complex and solutions require investigation, analysis and evaluation of information and will require application of technical expertise.
4. Lead discussions with small groups or address contentious matters through discussion and response to achieve settlement.
5. Write non-standard correspondence, reports and submissions that require original content, working and paragraph construction
6. Minimum level of qualification CPA
7. Minimum 5 years of practical experience
8. Leadership & organisational skills are required to supervise and control a major work section and is responsible for team building and development and achieving a range of goals and objectives
9. Directly responsible for the supervision and guidance of one employee
10. Responsible for input into budget implications across Council

### Position Qualifications and Experience Requirements

#### Qualifications:

- Degree in Accounting and CPA/CA qualifications.
- Current and maintained NSW Driver's Licence
- Working with Children Check

#### Experience:

- Minimum of 5 years relevant work experience, preferably in a Local Government setting.

*This training and other training required for this position is specified with the Learning Plan for the position.*



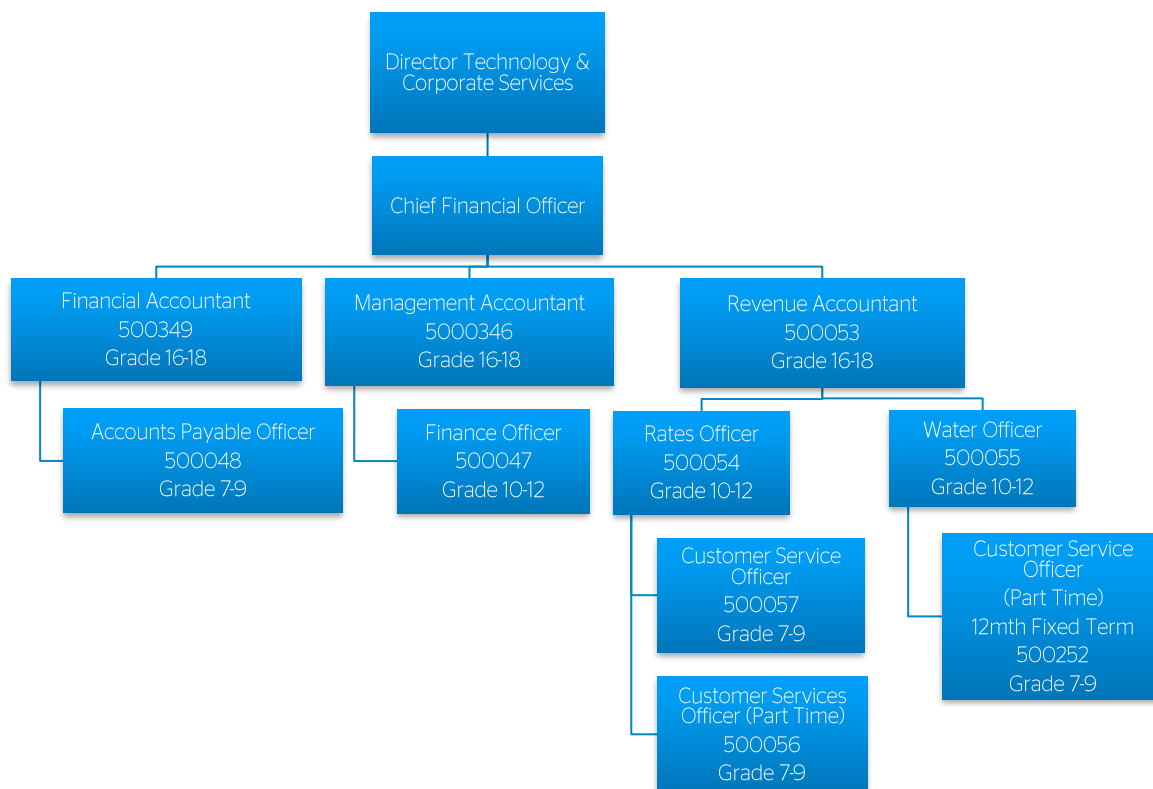
### WHS Responsibilities

**Table 3 Supervisors (with delegation)**

Are responsible for implementing, monitoring and reporting on WHS policies and procedures within their area of responsibility	
Responsibility	Performance Measure
1. To support the implementation of all WHS policies and procedures.	<ul style="list-style-type: none"><li>• Lead staff meetings/site start-up meetings that focus on, or include a mandatory WHS component.</li><li>• Ensure all workers (contractors and volunteers) affected by the work are included in WASP completion.</li><li>• Contribute to the development SWMSs for high risk activities as required.</li><li>• Provide on-the-job training as required.</li><li>• Ensure all workers are inducted effectively for the type of work they are doing, particularly for high risk activities e.g. use of plant.</li><li>• Carry out WHS improvement actions from WHS risk registers as delegated by relevant managers.</li><li>• Lead by example and promote sound WHS practices at every opportunity.</li><li>• Support workers in the notification of all incidents.</li><li>• Investigate incident reports when required, ensuring corrective actions are undertaken and reported to the Manager.</li></ul>
2. Provide supervision for workers to ensure work activities are carried out in a safe manner.	<ul style="list-style-type: none"><li>• Ensure <i>constant</i> supervision of volunteers and young people in the workplace is provided.</li><li>• Monitor contractor activities daily.</li><li>• Monitor remote worker activities (fatigue, vehicle, duress) daily.</li></ul>
3. Monitor the implementation of the WHSMS in your area.	<ul style="list-style-type: none"><li>• Conduct a weekly review of the implementation of WASPs, SWMSs and high risk work permits e.g. confined space entry permit, and report.</li><li>• Complete five work site inspections each week and report.</li><li>• Conduct weekly project site inspections on construction projects and report.</li><li>• Ensure all plant and equipment are regularly inspected and kept clean and in good working order at all times.</li><li>• Review SWMSs with all staff as per the documented review date or after an incident or significant change in the workplace.</li><li>• Participate in the annual WHS risk register review for your work area.</li></ul>



### Organisational Relationships



### Position Delegations

This position has the following **Internal** delegations:

- Work Health and Safety.
- Purchase Requisitions and Receipting



### Physical Requirements

<b>Neck Movement</b> (looking up, down, sideways)	<b>3</b>	<b>Dust</b> (expose airborne material ie. Dust)	<b>1</b>
<b>Reaching</b> (above shoulder height, forward/side extended)	<b>2</b>	<b>Gas / Fumes</b> (Working with gases or fumes)	<b>1</b>
<b>Hand/Arm Movements</b> (stacking, reaching, mopping, tool use)	<b>2</b>	<b>Liquids</b> (Tasks involve working with liquids which may cause skin irritations if contact is made with the skin)	<b>1</b>
<b>Bending/Twisting</b> (forward/ backward bending or twisting at waist)	<b>2</b>	<b>Noise</b> (Tasks involve exposure to high noise environments, and hearing protection is required to be worn)	<b>1</b>
<b>Kneeling/Squatting</b>	<b>2</b>	<b>Lighting</b> (Tasks involve working in dark or visually-poor environments)	<b>1</b>
<b>Leg Movements</b> (operate machinery)	<b>1</b>	<b>Temperature</b> (Task involve working in extremes of temperature - hot or cold)	<b>1</b>
<b>Standing</b> (upright without moving)	<b>1</b>	<b>Confined Space</b> (confined spaces work)	<b>1</b>
<b>Driving</b> (operate any mobile plant)	<b>2</b>	<b>Radiation</b> (Tasks involve magnetic or radiation sources)	<b>1</b>
<b>Walking</b> (even surfaces)	<b>2</b>	<b>Hazardous Substances</b> (Tasks involve working with hazardous substances)	<b>1</b>
<b>Walking</b> (uneven surfaces)	<b>1</b>	<b>Meeting Deadlines</b>	<b>3</b>
<b>Walking</b> (walking while manual handling object)	<b>2</b>	<b>Conflict Resolution</b>	<b>2</b>
<b>Walking</b> (up or down steep slopes)	<b>1</b>	<b>Sitting for extended periods</b>	<b>3</b>
<b>Climbing</b> (in and out of plant/car)	<b>1</b>	<b>Dealing with people</b>	<b>3</b>
<b>Climbing</b> (stairs, ladders, scaffolding)	<b>2</b>	<b>Underground Work</b>	<b>1</b>
<b>Manual Handling</b> (Tasks involve manual handling of objects - lifting, lowering, carrying, pushing, pulling, restraining)	<b>2</b>	<b>Personal Protective Equipment</b>	<b>1</b>
<b>Sight</b> (Use of sight as an integral part of task performance eg. Dark, fine detail)	<b>4</b>	<b>Manual Dexterity</b> (Tasks involve fine motor hand/finger use, including pinching, fine manipulation, keyboard use and writing)	<b>3</b>
<b>Sight</b> (Ability to discriminate between colours)	<b>4</b>	<b>Manual Dexterity</b> (Gross motor hand use; Gripping, holding, clasping)	<b>2</b>
<b>Hearing</b> (Effective hearing ability as an integral part of task performance)	<b>4</b>	<b>Task involves working in an awkward positions Eg:</b>	<b>1</b>
<b>Smell</b> (use of smell senses as an integral part of task performance)	<b>1</b>	<b>Cardiovascular Fitness level required for position</b>	<b>2</b>
<b>Balance</b>	<b>1</b>		

Keys	
	General Demands
	Sensory Demands
	Environmental Factors
	Other Demands
	Manual Handling
	Cardiovascular Fitness

Measures				
#	Physical		Manual Handling	Cardiovascular Fitness
<b>1</b>	Not applicable	<i>Not Relevant to this position</i>		
<b>2</b>	Occasional	<i>Task is performed for 0-33% of the day</i>	Light	Low (sedentary)
<b>3</b>	Frequent	<i>Task is performed for 34-66% of the day</i>	Moderate	Medium
<b>4</b>	Constant	<i>Task is performed for more than 66% of the shift</i>		
<b>5</b>	Repetitive	<i>Work cycle is repeated &lt; 30 sec &amp; performed for &gt; 60min</i>	Heavy	High (constantly on feet, repetitive physical work)



### Management Accountant

*The Position Description for this role should be reviewed and discussed with your Manager. Following the review, the PD should be signed, reflecting your understanding and acceptance of the role and responsibilities. The document should then be returned to the Human Resources Section.*

#### Position Incumbent

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Supervisor

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Director

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*This position description presents the major responsibilities required for this job title. Individual positions may require the performance of additional duties as assigned that are within the limits of the employee's skill, competence and training*