

POSITION DESCRIPTION	
Title:	Management Accountant
Group:	Finance
Reports to:	Corporate Accountant
Grade:	17
Hours:	35hpw
Vehicle:	No
Position Code:	60413, 60414, 60422
Pre-placement Medical:	Low Risk – Not required
National Police History Check:	Required
WCCC Check:	Not Required
Date Developed:	October 2019
Position Purpose	
<p>Assist the nominated Directorate with the annual budget preparation, quarterly budget reviews, monthly reporting and other miscellaneous financial matters.</p> <p>Responsible for assisting with developing and maintaining systems, policies, procedures and standards in relation to corporate accounting within the nominated Directorate.</p>	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Tertiary qualification in accounting or other relevant related discipline. • Well developed skills and experience in accounting, financial management, cost driver identification and control including the preparation, maintenance and review of budgets. • Demonstrated skills in quality system development and management, quality control and business systems review. • High level of computer literacy and experience in the use of spreadsheet software and accounting systems / packages. • High level interpersonal skills. 	

- Excellent customer service, written and verbal communication skills with the ability to provide technical advice and recommendations.
- Commitment to working as part of a team.
- Experience in using a quality management system or other business improvement initiatives.
- CA/CPA qualified or eligible to undertake profession accreditation within these professional bodies.
- Ability to pass a National Police History Check.

Desirable:

- Local Government financial management experience.
- Experience in operating with Technology One financial software including Enterprise Budgeting (EB).

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

- Assist with the preparation of the annual budget for the nominated Directorate in consultation with the Director, Group Managers and Managers including:-
 - Compilation of salary, wages and other employee cost estimates based on approved assumptions.
 - Updating other income and expenditure estimates and their associated funding sources.
- Responsibility for the preparation of the quarterly budget review for the nominated Directorate including:-
 - Review of all income and expenditure estimates with respective Managers.
 - Identify and report on variances as required.
 - Assist the Directorates Group Managers with Quarterly Senior Management Team reporting requirements.
 - Preparation of reports to go to Council.
- Responsibility for the Monthly Management reporting process for the nominated Directorate including:-
 - Preparation of monthly accruals.
 - Preparation of reports for each business unit.
- Liaising with business units regarding performance and queries.
- Assist with requirements in relation to the Long Term Financial Plan for the nominated Directorate.

- Develop cost control identification, management and monitoring systems.
- Provide educative outcomes with respect to cost control for staff within the groups being assisted by the position.
- Develop and monitor quality management systems, business improvement programs and quality improvement programs.
- Manage the quality of output within the groups being assisted by the position, consistent with the quality management systems that are in place.
- Assist with the preparation of Council's annual financial reporting including:-
 - Completion of notes regarding budget variations in financial reports.
 - Other areas as required.
- Complete miscellaneous financial surveys, returns and grant acquittals.
- Assist the Corporate Accountant with special projects and assignments as required.
- Assist in higher duties as required.

Work Health & Safety

- Required to take reasonable care of self and others in the workplace.
- Cooperate with all health and safety policies and procedures agreed to by management and staff.
- Report any unsafe conditions that are identified.
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- Follow Council policies and procedures.
- Work collaboratively within the team and across Council towards common goals.
- Develop and maintain positive and effective professional working relationships with community and customers.
- Contribute to a positive organisational culture.
- Continuous improvement – evaluate current activities and continuously look for ways to improve quality, effectiveness and efficiency.

Organisational Values

- Apply and demonstrate Council's Core Values of Collaboration, Accountability, Integrity, Respect and Sustainability.
- Apply and demonstrate the four principles that together form the focus of the organisation, namely the 4C's: Community, Councilors, Customer and Council.