

Position Description



Position Title:	Systems & Management Accountant
Position Number:	SYSA01
Purpose of Position	<p>Assist the Manager Finance and senior accountants in ensuring that timely and accurate accounting financial records and systems are in place so that the Council may meet its statutory obligations.</p> <p>Maintain and monitor the Council's suite of financial systems and work in conjunction with staff across the organisation to identify where configuration changes and/or process enhancement will improve business practice and meets user requirements.</p> <p>Actively involved in the organisation, co-ordination and Preparation of the Council's annual budget, long term Financial plans and strategies, projected financial statements, quarterly budget review and monthly budget performance reports.</p>
Grade of Position:	<p>Band 6</p> <p>Provides a professional advisory role internally. This position may manage several major projects within a department.</p>
Hours of Work:	35 hours per week
Department:	Corporate
Section:	Finance
Position Reports to:	Strategic Management Accountant
Number Supervised:	No supervision required
Approved by:	Director Corporate Date: July 2015

CONTACTS

Key Contacts Within Department

- Director Corporate
- Manager Finance
- Finance Staff
- Risk Co-ordinator
- Manage Information Technology
- Co-ordinator Business Systems

Key Contacts in Other Departments

- Managers
- Cost Centre Owners

Key Contacts Outside Council

- Local Government Financial Network
- Technology One
- Consultants
- Public authorities
- Council's auditor

Budget Allocation: N/A

EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name:

Signature:

Date:

GENERIC OUTPUTS OF POSITION

- **Comply with WHS Legislation, Policies and Procedures**
 - Maintain a high standard of housekeeping and a safe work area
 - Identify and report all Hazards for your area
 - Wear required Personal Protective Equipment (PPE)
 - Participate in the development and review of Risk Assessments
 - Adhere to control measures and safe systems of work
 - Report all Incidents and Near Misses
 - Meet in reporting timeframes
 - Comply with the Return to Work Program
- **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
 - Act to prevent workplace harassment, discrimination and bullying
 - Report known incidents of workplace harassment, discrimination and bullying
- **Comply with Council's Code of Conduct and Values**
 - Comply with Council's Statement of Business Ethics
 - Behave ethically and transparently
 - Contribute towards the achievement of Council's strategic plans
 - Lead by example
 - Support sustainable programs and activities
 - Learn and comply with Council's strategies, policies and procedures
 - Act with care for the local environment and community
 - Take responsibility for your actions
 - Care for Council's people, assets and finances
 - Use and maintain Council's corporate systems

- **Comply with Document Storage Legislation and Procedures**
 - Store and maintain corporate records in Council's electronic document records management system in accordance with relevant standards, procedures and the State Records Act
- **Perform as a Team Member**
 - Productively contribute to the outcomes of work teams
 - Work cooperatively with team members and supervisor
 - Maintain an attendance record that contributes positively to team productivity
 - Carry out allocated tasks to standards required
 - Use good judgement and problem solving skills
 - Obey all lawful instructions
 - Attend and positively contribute to team meetings
 - Work cooperatively to achieve Perform timeframes and measures
 - Regularly review with supervisor own performance against required outcomes
 - Complete an annual performance assessment
- **Complete required learning and development programs**
 - Learn and share knowledge
 - Complete induction/re-induction program
 - Complete job-specific training programs
 - Complete relevant legislative-based training
 - Apply learning, knowledge and skills to enhance team performance
- **Comply with Council's Customer Service Policy and Standards**
 - Be accessible and provide customers with clear and accurate information
 - Deliver timely, punctual and reliable service to customers
 - Communicate with customers in a professional and courteous manner
 - Maintain a good flow of communication with customers
 - Manage customer enquiries, records and complaints

Position Description



- Complete all paperwork and on-line recording within required time limits
 - Maintain a high standard of personal grooming and hygiene
- **Maintain Workplace Security**
 - Adhere to procedures for accessing and securing premises, keys, plant, vehicles, equipment, information and cash

ESSENTIAL CRITERIA TO BE ADDRESSED IN YOUR APPLICATION

1. Required Qualifications/Certificates

- Tertiary qualifications at Degree level in accounting or the equivalent experience with the prerequisite to reach CPA/CA Status

2. Required Experience

- Reconciliations, maintenance, and monitoring of financial systems including resolving system issues
- Experience in the maintenance, development, and implementation of integrated financial management information systems
- Implementing configuration changes and/or process enhancements to improve business practice, ensure compliance with accounting standards and regulations and to meet management requirements
- Budgeting techniques and management reporting
- Demonstrated practical accounting experience in a similar financial environment
- Knowledge of Australian Accounting Standards and associated financial regulations
- Experience in developing reports utilizing system report writers and alerts
- Extensive experience with Technology One or similar ERP system

3. Required Skills

- Ability to work in a diverse team environment, often under tight time constraints, to achieve departmental and organisational goals
- Demonstrated analytical, conceptual, and problem solving skills with a high degree of initiative and flexibility, including ability to initiate and respond effectively to change
- Demonstrated prioritisation skills and the ability to manage multiple high profile projects with competing deadlines concurrently
- Advanced written and oral communication skills, including ability to communicate with a range of stakeholders
- Excellent numeracy skills and advanced skills in Microsoft Excel
- Demonstrated project management skills in planning, managing time and competing priorities to achieve agreed objectives on time
- Excellent conflict resolution skills
- Committed to providing high level of customer service

OPERATIONAL OUTPUTS OF PERSON IN POSITION

- Assist the Strategic Management Accountant, to co-ordinate and prepare Long Term Financial Plan and other reporting requirements in accordance with the IP&R framework
- Assist in the preparation of Council's Annual Budget, Quarterly Budget Reviews & financial analysis
- Proactively liaise with internal customers to ensure that financial information and systems meet their requirements. This will entail advising management of future needs and negotiating with IT and other suppliers for timely delivery of improvements
- Provide support and co-ordinate appropriate training to internal customers in relation to the interpretation of financial data, systems and development, documentation, and maintenance of Financial Management Information System (FMIS) procedures and user manuals.
- Ensuring the availability and integrity of data of the FMIS by monitoring input controls, the interface and integration of subsystems to the ledger and investigating data integrity issues by implementing procedures to prevent system failures and advise key systems users
- Maintenance, monitoring, and enhancement of all financial systems functionality by prioritising, documenting, investigating, and resolving system issues with internal/external suppliers to achieve minimum disruption to daily processing
- Undertaking continuous improvement of the FMIS by investigating system features, reviewing and re-engineering processes in conjunction with users and making recommendations, testing and implementing change process to achieve improved efficiency, data consistency and timely delivery of data.
- For FMIS reports and reporting tools delivered to the organisation: -
 - Maintaining and improving existing reporting structures and developing new reporting structures as required.
 - Maintaining existing and developing new reports and reporting tools using system report writers, alerts and portlets and dashboards.

Position Description



- For new systems and system upgrades: -
 - Ensuring adequate testing and acceptance by development of complete testing procedures to comply with Council requirements,
 - Reviewing implementation plans and procedures for installation to ensure compatibility with existing software and systems
 - Make recommendations for sign off before the upload of all new and upgraded financial software
- Coordinate multiple projects, liaising with multiple stakeholders to ensure organisational outcomes are achieved within set timeframes
- Assist with annual financial statements, particularly providing budgetary information to Financial Accountant
- Prepare ad hoc reporting and analysis for effective decision making
- Special projects as required by the Manager Finance