

EMPLOYEE POSITION DESCRIPTION

TITLE: Management Accountant

STREAM: General Officers

LEVEL: 5

SECTION: Finance

POSITION NO.: 1.02.008

REVISED: Aug 2020

Summary of responsibilities

The Management Accountant is responsible for collating and assisting in the preparation and presentation of budget and budget reviews, long term financial planning and activity analysis utilising a centre-led collaborative model monitoring compliance and accuracy.

Position Objectives

The objectives of the position are to:

- Collate and assist in the preparation of the Annual Budget
 - Collate and assist in the preparation of Budget reviews
 - Assist in Long Term Financial Plan reviews
 - Undertake new initiative and impact analysis
 - Assist in the development and review of relevant policy and procedure
 - Conduct budget training and process improvement
 - Ensure accurate and timely reporting
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Position Specification

The specifications of the position are to:

- Collate and assist in the timely and accurate preparation of the annual budget, quarterly budget reviews and monthly financial management reports
- Co-ordinate the annual fees and charges review including cost recovery consideration
- Undertake annual corporate, overhead and plant cost recovery reviews
- Prepare reports and presentations to Council, committees and workshops as required
- Assist in the development and review the Long Term Financial Plan including new initiatives and future impact analysis ensuring consistency with Council's other strategic documents
- Assist in the ongoing development and maintenance of Council's financial strategies, policies procedures and systems to ensure organisational, management and statutory requirements are met

- Assist in developing procedures and workflows that enhance the quality and timeliness of management and budgetary performance monitoring information, ensuring that changes are communicated effectively to key stakeholders
 - Support the development of budgetary systems and procedures that enable the provision of quality, timely and effective financial information and reports to support internal and external decision making
 - Monitor compliance with applicable legislation and accounting standards and all Council policies and procedures.
 - Other duties, within the classification level, as directed.
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Requirements of the Position

Skills

- Clear understanding of general accounting practices and principals
- High level of interpersonal and communication skills
- High level of analytical and numeracy skills
- Proficient level of computer and database literacy
- Proficient spread-sheeting, analysis and application
- Sound written and presentation skills
- Effective time management skills and ability to set priorities
- Demonstrated ability to work collaboratively and engage with key stakeholders

Attributes

- Commitment to accuracy and timeliness of work delivery
- Commitment to collaborative work practices
- Ability to conduct oneself in a professional manner at all times and maintain confidentiality
- Ability to accurately interpret legislation and use initiative to improve work processes

Knowledge

- Knowledge of the financial provisions of the Local Government Act and Regulations
- Knowledge of the Australian Accounting Standards relevant to Local Government
- Knowledge of Council policy, procedures and responsibilities
- Knowledge and awareness of responsibilities in relation to Council's WHS Policy

Training

- Attendance at appropriate external seminars and courses to upgrade qualifications and skills
- Participate in staff development and training programs as required.

Experience

- Experience in the application of Australian Accounting Standards relating to Local Government
- Experience in the use of financial software platforms, databases and Excel
- Experience in administrative practices and procedures

Qualifications

- Qualified in an appropriate accounting discipline

Special Conditions

- This incumbent of this position may be required to work outside standard hours in special

circumstances.

Requirements of the Employee

Work Health Safety Responsibility

Ensure as a matter of self-interest, and as a legal obligation, that nothing is done to make work health and safety provisions less effective.

In particular, each employee must:

- Take reasonable care to protect their own safety at work.
- Not endanger any other person through any act or omission at work.
- Correctly use all equipment provided for work health and safety purposes.
- Obey all instructions issued to protect their own personal work health safety and the health and safety of others.
- Not, by the consumption of alcohol or a drug, be in such a state to endanger their own safety at work or the safety of any other person at work.
- Report all accidents to their supervisor, and report or make such recommendations to their supervisors, as they deem necessary to avoid, eliminate or minimise any hazards of which they are aware regarding working conditions or methods.
- Be aware of the requirements under the Council's Work Health and Safety Policy Guidelines.
- Keep their work area tidy.
- Be encouraged to participate in the election of Health and Safety Representatives.

Records Management

- Employees have a legal obligation to meet the requirements of the State Records Act and to comply with corporate Records Management Policy, Procedures and Standards and to properly use Council's corporate Records Management Systems.

Customer Service

- Employees are committed to providing the highest quality Customer Service both internally and externally and will ensure they comply with the City of Victor Harbor Customer Service Framework.

The Customer Service Framework includes service standards and general information that details the required commitment to customers and the community. This helps to ensure that all reasonable requests and enquiries, including complaints, are responded to in a courteous, consistent, timely and fair manner and that Council resources are used efficiently and effectively.

Performance Evaluation

- Performance evaluation shall occur in accordance with the Professional Development Process (PDP) Procedure and will take into account the performance against this position description (PD) and the performance indicators contained in the PD.

Review

- This job description is subject to annual review, during the Professional Development Process, with amendments as required.
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Organisational Relationship

- Work under broad direction of and responsible to Director Corporate and Customer Service.

Selection Criteria

Essential criteria:

- Qualified or near qualified in an appropriate accounting discipline
- Working knowledge of relevant provisions of the Local Government Act, Australian Accounting Standards and other appropriate legislation
- Highly developed ability to communicate effectively with people at all levels and to establish and maintain interpersonal relationships.
- Demonstrated ability to provide financial advice to all levels of management on key aspects of Council's financial position, project funding strategies and systems and reporting capabilities
- Experience in the co-ordination and consolidation of budget and budget reviews, analysis and long term financial planning
- Experience in financial accounting systems, competence in maintaining and developing complex spread sheets, and the ability to present complex and varied data in a simple, concise, easy to understand manner
- Demonstrated commitment to provide high level customer service to ratepayers and the community, meeting the City of Victor Harbor Customer Service Objectives and Charter

Desirable criteria:

- Experience in Local Government in similar field
- Thorough knowledge of the relevant provisions of the Local Government Act, Financial Management Regulations, Australian Accounting Standards and other appropriate legislation
- Experience in software platforms including SynergySoft, Magiq, Assetic and LGSolutions,
- Current Class "C" driver's licence.

Performance Indicators

Primary Responsibility*	Target/Indicator*
Original Budget	Collate and assist the budget preparation program to ensure sufficient time for analysis and reporting to budget workshops. Ensure community consultation requirements are adhered to and aim for budget adoption in first week of new financial year.
Budget Reviews	Collate and assist with quarterly budget reviews in consultation with key stakeholders in line with legislative requirements.
Magiq	Provide timely training and assistance to budget officers in regards to Council's budget software.
Long Term Financial Plan	Collate and assist in the annual review ensuring clear linkages to other strategic documents including Council's Asset Management Plans.
Reporting	Prepare accurate quarterly budget reports for Senior Management, Audit Committee and Council.
Fees and Charges	Co-ordinate the accurate preparation and distribution of Fees and Charges annually

***Indicators and responsibilities to be reviewed on a regular basis and are subject to change**

Document Administration

Position Description written by Kellie Knight-Stacey

Signed _____

Date / /

Position Description approved by CEO

Signed _____

Date / /

Current incumbent: New Position

Date appointed to position << INSERT Date dd/mm/yyyy >>

Date position description last reviewed: N/A

Next review date << INSERT Date dd/mm/yyyy one year later >>

Copy of Position Description provided to incumbent:

Signed: _____ (incumbent to sign and date)

Date / /