

Position Title	Management Accountant
Department	Corporate
Unit	Finance
Team	Financial Planning
Supervises	
Reports To	Team Leader Management Accounting
Grade Range	H
Date Prepared	1/02/2018
Date Last Updated	1/09/2023

Our Vision & Values: A leading organisation that collaborates & innovates



We are committed
to **safety**



We work as
one **team**



We act with
integrity



We care about
our **customers**



We **continuously**
improve

Primary purpose of position

Provide accurate, timely, compliant and transparent financial information, analysis and advice to support informed business decision making by the Council, Executive Leadership Team, Senior Management Team and other stakeholders.

The role is responsible for the timely delivery of all financial accounting services principally in support of management to meet Council business needs, financial objectives and statutory reporting requirements.

Assist in the formulation of financial planning and budgeting strategies and policies which form part of Council's overall financial planning models.

Accountabilities

- Communicate the financial objectives of the Council to all Council Business Units.
- Assist in formulating long term financial planning and budget development strategies and policies.
- Assist in the development and preparation of Council's budget.
- Partner with and provide support to key stakeholders to undertake commercial analysis and identify performance solutions.
- Assist in evaluating budget performance and financial management accountability across all units.
- Liaise with relevant government bodies/departments and industry peers in satisfying Council's financial management obligations, taxation, grant and regulatory requirements.
- Assist the preparation and timely lodgement of all statutory returns, reports and reconciliations.
- Assist maintaining the completeness, accuracy, reconciliation, reliability and integrity of Councils financial ledgers.
- Assist in managing relevant integrated information systems to ensure data integrity and adherence to Council's internal controls.
- Maintain up to date knowledge of relevant international and Australian accounting standards and practice, legislation, council policies and prescribed corporate and external reporting frameworks.

Position capabilities and level

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

Capability Profile – Senior Technical/ Professional Specialist

Capability Group	Capability Name	Level
 Personal Character	Lead Self	Advanced
	Display Resilience	Adept
	Act with Integrity	Advanced
	Safety and Accountability	Advanced
 Relationships	Communicate and Engage	Adept
	Customer and Community Focus	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Adept
	Innovate and Improve	Advanced
	Deliver Results	Advanced
 Resources	Finance	Adept
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Adept
 People Leadership	Manage and Develop People	N/A
	Inspire Direction and Purpose	N/A
	Optimise Workforce Contribution	N/A
	Lead and Manage Change	N/A

Focus Capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least satisfactory level for a candidate to be suitable for appointment.

CBCity Capability Framework - Focus Capabilities

Group & Capability	Level	Behavioural Indicators
Relationships		
Work Collaboratively	Advanced	• Builds a culture of respect and understanding across the organisation • Facilitates collaboration across units and recognises outcomes resulting from effective collaboration between teams • Builds co-operation and overcomes barriers to sharing across the organisation • Facilitates opportunities to develop joint solutions with stakeholders across the region and sector • Models inclusiveness and respect for diversity in people, experiences and backgrounds
Results		
Plan and Prioritise	Advanced	• Ensures business plans and priorities are in line with organisational objectives • Uses historical context to inform business plans and mitigate risks • Anticipates and assesses shifts in the environment and ensures contingency plans are in place • Ensures that program risks are managed and strategies are in place to respond to variance • Implements systems for monitoring and evaluating effective program and project management
Resources		
Finance	Adept	• Uses basic financial terminology appropriately • Considers the impact of funding allocations on business models, projects and budgets • Manages project finances effectively, including budget, timely receipting, billing, collection and variance recognition

- Prepares and evaluates business cases with due regard for long term financial sustainability
- Applies high standards of financial probity with public monies and other resources
- Identifies, monitors and mitigates financial risks

* Focus Capabilities are those judged to be the most important at the time of recruiting to the position. The mix of “focus” capabilities can change over time, reflecting changing work priorities and current team strengths.

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority (Policy186) approved by the General Manager.

Code of Conduct

All staff are required to adhere to the Code of Conduct (CP25).

Work Health & Safety

All staff are required to adhere to Council’s WHS&E Responsibilities and Authorities document (REF229) and associated policies and procedures.

Records Management

All staff are required to comply with Council’s Records and Information Management policies, procedures and guidelines.

Qualifications and Experience

Essential Qualifications

- Relevant tertiary qualification in Accounting, Commerce, Business or Finance

Essential Experience

- Demonstrated ability to undertake the functions and responsibilities identified in this role
- Experience working with an accounting enterprise system
- Management accounting, budgeting and financial planning experience
- Highly developed interpersonal and analytical skills
- Ability to plan and prioritise work
- Excellent customer relationship skills
- Relevant computer skills (including Microsoft Office applications)

Desirable Qualifications and or Experience

- Member or Eligible for membership of ACA, CPA or CIMA
- Demonstrated experience in Local Government Accounting
- Demonstrated experience with SAP financial systems

- Demonstrated experience with Business Intelligence reporting programs
- Demonstrated experience in Microsoft Power BI
- Current NSW Drivers Licence

HUMAN RESOURCES USE (SELECT YES OR NO)	YES	NO
Does this position fall under the definition of child related employment?	☐	☒
Does this position require incumbent to undergo criminal reference check?	☒	☐
Does this position require incumbent to demonstrate good driving Licence class required: No Licence Required	☐	☒
Will incumbent need to make disclosure of pecuniary interest?	☐	☒
Could there be a conflict of interest with secondary employment?	☒	☐