

## POSITION DESCRIPTION

<b>Position Title</b>	Management Accountant(s)
<b>Position No.</b>	898
<b>Position Status</b>	Permanent Full-time
<b>Business Unit</b>	Finance
<b>Division</b>	Corporate Services
<b>Classification</b>	Band 6
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
<b>Date Approved</b>	May 2020
<b>Approved By</b>	General Manager Corporate Services

### WELLINGTON SHIRE COUNCIL VALUES

<b>Cooperation</b>	Working together, teamwork, collaboration and being solution oriented.
<b>Integrity</b>	Acting with respect, honesty, reliability, trust, tolerance and understanding.
<b>Balance</b>	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
<b>Professionalism</b>	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.

### POSITION OBJECTIVE

This position will be a member of the core group of management accountants who are directly responsible for delivering a range of specialist accounting services to the organisation which includes:

- Provision of high quality, efficient, effective and timely service of financial reporting and analysis, decision support, financial management and business planning to the divisions of the organisation.
- Sharing responsibility for all aspects of accounting to ensure the efficient and effective management of Council's financial, accounting and reporting activities.
- Sharing and transferring knowledge and expertise within the accounting services team to ensure a collaborative team approach to delivering operational objectives, key projects and outcomes sought by council.

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to</b>	Coodinator Accounting & Payroll
<b>Supervises</b>	As allocated any of the accounting services positions – Accounts Payable Officer, Accounts Officer and accounting temporary staff from time to time required.
<b>Internal Liaisons</b>	All Council staff
<b>External Liaisons</b>	Government Departments, Council, Auditors (internal and external), Council's bankers and other Councils

## DELEGATIONS/AUTHORISATION

This position has delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

## QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

### Accountability and Extent of Authority

The position is directly accountable for:

- Ensuring that Council's financial information is monitored and is accurately reported in a timely manner.
- Ensuring the integrity of Council's financial systems, its accounts and other information.
- Providing clear and sound specialist advice to each General Manager's division and key management staff in areas of treasury, financial management, business planning, taxation and grant acquittal.
- Budget preparation for allocated business units.

### Judgement and Decision Making

- The position holder is required to improve and/or develop methods and techniques generally based on experience.
- The nature of the role involves problem-solving skills, including providing solutions or suggestions when guidance is not always available.

### Specialist Knowledge and Skills

- Sound knowledge and understanding of Accounting Standards and their application in a local government environment.
- Provide professional advice to internal customers in relation to specialist accounting and financial matters problems and ultimately ensuring legislative compliance.
- Strong analytical/investigative skills to enable formulation of suitable options and solutions for implementation across the business.
- Familiarity with the practices of budgeting is essential

### **Management Skills**

- Ability to manage time, set priorities and plan one's own work to meet set timetables despite conflicting priorities.
- Ability to implement procedures, monitor progress and evaluate results.
- Ability to manage accounts processing staff and be aware of employment awards, equal opportunity, O H &S, employee development and training.

### **Interpersonal Skills**

- Well-developed oral and written communication skills, particularly in the area of financial reporting.
- The ability to liaise with other employees and external parties to resolve specialist problems.
- Capable of providing guidance and expert advice in non- technical language relating to financial matters.
- Ability to work collaboratively with asset and project staff; payroll staff and all staff exercising procurement delegations.

### **Qualifications and Experience**

- Tertiary qualification in business related discipline with CPA/CA designation or progress towards CPA/CA designation and/ or.
- Demonstrated substantial accounting experience including administration of financial systems preferably within the Local Government sector.
- Experience in using reporting software and SQL queries to extract financial data is desirable.
- An advanced level of proficiency in the use of Microsoft office products but particularly- Excel.

### **The ability to obtain and maintain the following qualifications, registrations and certifications:**

- Tertiary qualified in business related discipline with CPA/CA designation (or in progress to achieving) is essential
- Certified Practicing Accountant (CPA) Annual Membership.

## **PEOPLE - RESPONSIBILITIES**

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, Corporate Performance Indicators (CPIs), service levels and other targets.
- Work in a manner that ensures adherence to Council policies and Occupational Health and Safety requirements incl. task analyses (if applicable).

## **OPERATIONAL - RESPONSIBILITIES**

Providing specialist professional and technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Effectively see all tasks through to completion in line with individual CPIs, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness as per Wellington Excellence to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work-related activities including documentation and administration as per the Council's records management policy and adherence to the written style guide.
- Be familiar with and understand the strategic and operational risks relating to your business unit, advise supervisors of any new risks you may identify, and provide input, assistance and advice where applicable.

## **SCHEDULING - RESPONSIBILITIES**

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Accurately report service area data and other information annually to support LGPRF and Annual Reporting (as applicable).
- Resolve any audit findings within agreed time frames.
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

## POSITION SPECIFIC - RESPONSIBILITIES

- Production of legislative, financial and management statements, returns, acquittals, government requirements and reports for internal and external use.
- Preparation of Council's annual budget, forecasting and provide input to Council's long-term financial plan, including the 10-year capex.
- Provide first point of contact and assistance to selected business units with regard to all financial management matters, including provision of specialist financial management advice, regular detailed analysis of the business unit's transaction and complete appropriate adjustments as required.
- Maintain Council's treasury function and policies, including monitoring cash flow on a daily basis, investment of surplus funds in accordance with Council's investment policy and loan portfolio management.
- Coordinate the month end close of accounts and ensure the integrity of the general ledger and purchasing systems through monthly general ledger reconciliations, maintenance of Council's chart of accounts and the oversight of internal controls and account processing functions.
- Engage with the external auditors and liaise with other staff to ensure the client assistance schedule requirements are met.
- Develop, administrate and maintain all finance software to improve efficiencies. Improve report capabilities (crystal and SQL reporting writing) and provide adhoc reports as required.
- Maintain understanding of council's financial performance and take required action in a timely manner for the impact of changes to accounting standards and other areas and provide advice on appropriate actions.
- Using your specialised accounting skills, build the financial capability across the organisation by developing and delivering training programs as required.
- All other tasks reasonably matched to skills and experience allocated from time to time by Coordinator and Manager of the business unit.