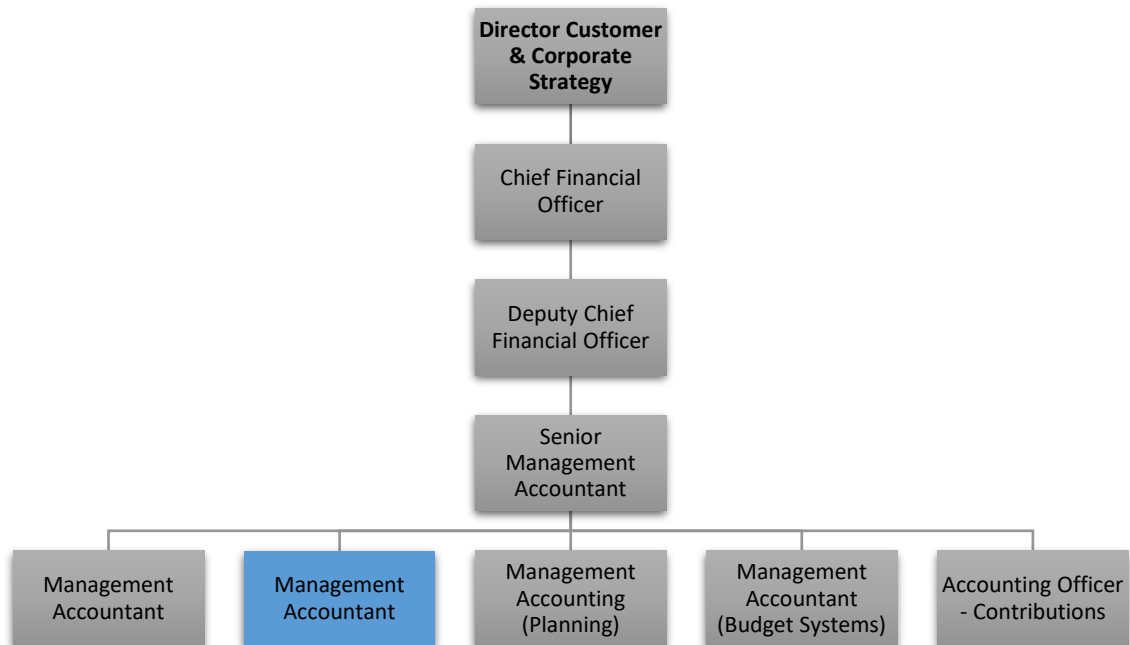


## POSITION DESCRIPTION

<b>Position Title</b>	Management Accountant – Business Partner
<b>Position Number</b>	21161
<b>Division</b>	Customer and Corporate Strategy
<b>Branch</b>	Finance and Property Services
<b>Grade</b>	15
<b>Special Requirements</b>	None
<b>Physical and Environmental Demands</b>	None
<b>Authorities</b>	As applicable and as delegated by the General Manager
<b>Key Direction/s</b>	Strong Local Leadership

### Reporting Structure



<b>Position Purpose</b>
Contribute and assist with the coordination of Council's monthly review process, quarterly review process, preparation of the Annual Budget and Long Term Financial Plan. The role is required to provide specialist financial advice and assistance to Council's Senior Management Team and senior staff under Council's business partnership arrangements (internal service provision).
<b>Key Result Areas</b>
<ul style="list-style-type: none"> <li>• <b>Business Partnership</b></li> <li>• <b>Budget Management</b></li> <li>• <b>Long Term Financial Planning</b></li> <li>• <b>Financial Management</b></li> <li>• <b>Customer Service</b></li> <li>• <b>Corporate Core Values</b></li> </ul>
<b>Key Duties &amp; Responsibilities</b>
<p><b>Business Partnership</b></p> <ul style="list-style-type: none"> <li>• Provide timely and accurate financial advice to Council's Senior Management Team and senior staff under Council's business partnership arrangements</li> <li>• Provide a high level of support to allocated branch managers for the entire budget cycle, including monthly reviews, Quarterly Reviews, Annual Budget and Long Term Financial Plan</li> <li>• Assist in the ongoing training and development of staff in the use of Council's budget systems, policies and procedures</li> <li>• Assist with the maintenance of Council's general ledger and work order structure, ensuring that budget structures for respective branches of Council are reflective of business needs</li> </ul> <p><b>Budget Management</b></p> <ul style="list-style-type: none"> <li>• Ensure accuracy of financial information available through Council's budget systems and reports</li> <li>• Conduct, compile and summarise monthly budget review process</li> <li>• Undertake monthly reviews of allocated salaries budget and associated overheads</li> <li>• Assist with quarterly reviews of allocated branch managers areas of responsibility, including mgmt. commentary</li> <li>• Monthly review of Council business papers to identify approved adjustments</li> <li>• Assist with the preparation of the annual budget (including salaries) for allocated branch managers areas of responsibility</li> <li>• Assist with the preparation of the Annual Fees and Charges Schedule for allocated branch managers areas of responsibility</li> </ul> <p><b>Long Term Financial Planning</b></p> <ul style="list-style-type: none"> <li>• Assist with the review, updating and improvements to Council's Long Term Financial Plan and Models for allocated branch managers areas of responsibility</li> <li>• Assist branch managers with understanding longer term budget implications of growth and additional funding requirements which need to be considered as part of the Long Term Financial Plan</li> <li>• Assist the Senior Management Accountant in maintaining accurate records (including planning assumptions) and documentation in relation to Council's scenario modelling and sensitivity analysis reviews</li> </ul> <p><b>Financial Management</b></p> <ul style="list-style-type: none"> <li>• Contribute to Council's corporate reporting framework through the development and preparation of monthly management reports</li> </ul>

- Contribute to, and undertake assigned tasks in relation to the completion of month end close procedures, including month end reporting
- Assist in the preparation of Council's Annual Financial Statements
- Ensure compliance with all appropriate legislation, accounting codes and standards, policies and procedures that relate to the functions and activities performed by the position
- Other relevant duties which may be required by the Senior Management Accountant and/or Deputy CFO

#### **Customer Service**

- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council

#### **Corporate Core Values.**

- Continuously display Council's corporate core values of Leadership, Innovation, Partnership, Commitment, Safety and Customer Focus.

#### **WHS Responsibility**

- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area

#### **Risk Management Responsibilities**

- To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
- Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable
- Must be aware of operational and business risks. Particularly:
  - understand and adhere to the principles of Risk Management within their job role
  - assist Managers and Team Leaders in identifying risks and risk treatments in their job role
  - provide input into various risk management activities
  - report all emerging risks, issues and incidents to their manager or appropriate officer
  - follow Council policies and procedures

#### **Essential and Desirable Criteria**

##### **Essential**

- Recognised tertiary qualifications in an accounting related discipline
- Extensive knowledge and experience in applying accounting policies, principles and accounting standards
- Commitment to providing quality customer service within a business partnership arrangement (internal service provider)
- Demonstrated knowledge and experience of budgetary control
- Excellent research, analytical and problem solving skills (including reconciliation skills)
- Excellent communication skills (written and verbal)
- Expert knowledge and application of Microsoft Office products (particularly financial spreadsheets)
- Demonstrated ability to work in a team environment
- Proven ability to prioritise work and meet deadlines

<b>Desirable</b>	
<ul style="list-style-type: none"> <li>• Experience in the use of the Civica Authority application and Budget Software</li> <li>• Previous experience in the management of special projects</li> <li>• Previous experience in long term financial planning</li> </ul>	
<b>Prepared By</b>	Chief Financial Officer
<b>Date Prepared</b>	June 2022
<p>I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.</p> <p>I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.</p>	
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	