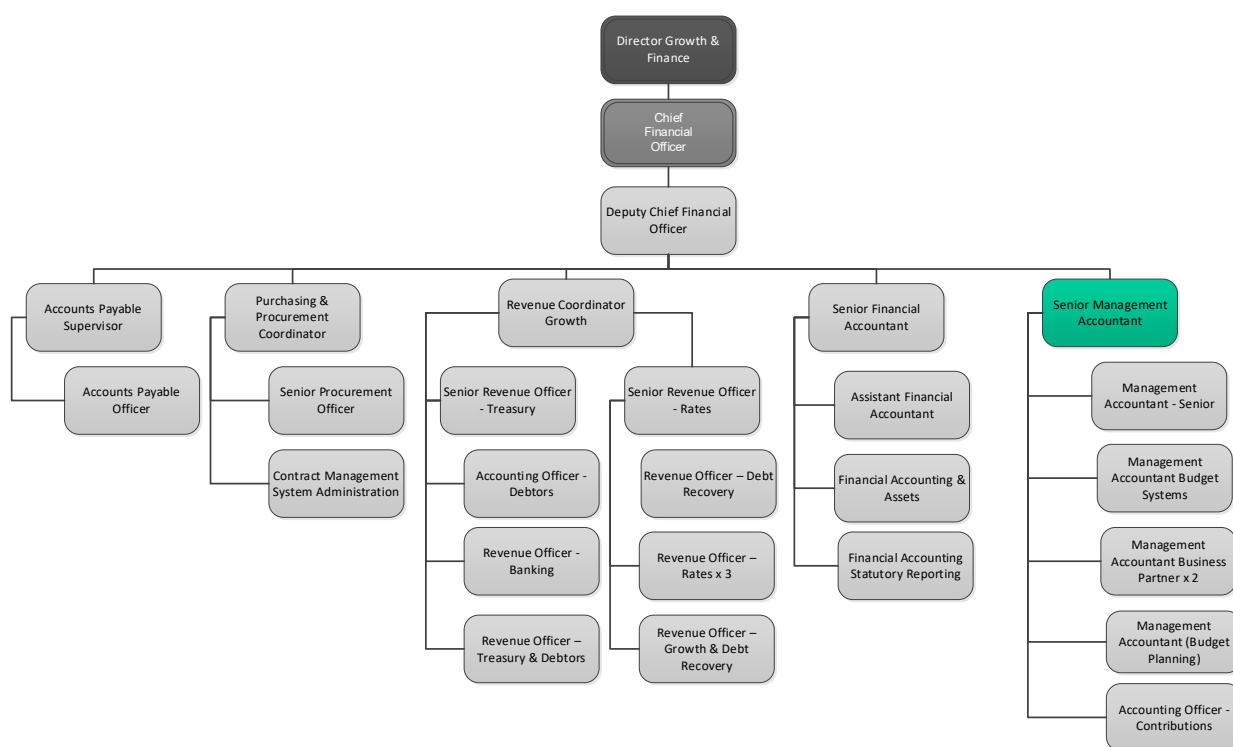


POSITION DESCRIPTION

Position Title	Senior Management Accountant
Position Number	21200
Division/Directorate	Growth and Finance
Branch	Financial Services
Grade	Grade 19
Band and Level	Band 3 / Level 3
Special Requirements	Employment screening including but not limited to, qualification check, criminal record check
Physical and Environmental Demands	There is a requirement for physical, sensory, psychosocial and environmental demands. Refer to the TIA for further information.
Reports To	Deputy Chief Financial Officer
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	Leading – A successful advocate for our people and places
Position Purpose	
To provide leadership and specialist management accounting expertise in the delivery of budgeting, financial planning, reporting, governance and business partnering services that support informed decision-making, legislative compliance and the long-term financial sustainability of Council. The role is responsible for leading the Management Accounting team, driving continuous improvement in financial systems and processes, and providing strategic financial advice to support organisational objectives and sound financial accountability.	
Key Results Area	
Inspire Direction – Communicate Goals Priorities and Vision and recognise achievements. Develop Capability in Others – Engage and motivate staff and develop capability and potential in others. Lead Change – Support, promote and champion change, as well as assist others to engage with change. Customer Service – Create a customer centric service environment and reward service excellence. Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances. Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes. Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change. Manage Self – Show drive and motivation, a measured approach, and a commitment to learning. Value Diversity – Show respect for diverse backgrounds, experiences, and perspectives.	

Reporting Structure



Key Duties & Responsibilities

1. Provide leadership, direction and support to the Management Accounting team to ensure the delivery of high-quality financial services, achievement of team objectives, staff development, performance outcomes and continuous improvement across management accounting functions.
2. Lead the development, implementation and monitoring of Council's budgeting and financial planning activities to support sound financial management, integrated planning and reporting, informed decision-making and long-term financial sustainability.
3. Coordinate the preparation and delivery of financial reports, management information and performance analysis to support statutory obligations, organisational governance and strategic decision-making.
4. Manage and enhance management accounting systems, processes and controls to improve efficiency, accuracy, budget reporting, compliance and service delivery outcomes.
5. Provide expert financial advice, business partnering support and financial insights to internal stakeholders to promote best-practice financial management and support organisational objectives.
6. Support the effective governance and stewardship of Council's financial resources through compliance, statutory reporting, financial controls, grant and Sec 711 contributions management, and financial risk management activities.
7. Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.
8. 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	
1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace. 2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable. 3. Must be aware of operational and business risks. Particularly: - o understand and adhere to the principles of Risk Management within their job role; - o assist Managers and Team Leaders in identifying risks and risk treatments in their job role; - o provide input into various risk management activities; - o report all emerging risks, issues and incidents to their manager or appropriate officer; and - o follow Council policies and procedures.	
Records and Information Management Responsibilities	
All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance. Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.	
Essential Criteria	
1. Relevant tertiary qualifications in an accounting related discipline and extensive experience in senior finance role 2. Demonstrated ability to lead, motivate and develop a finance team with proven outcomes 3. Expert knowledge and experience in budgeting, financial management and statutory reporting 4. Demonstrated experience and understanding of Long-term financial planning 5. Extensive knowledge and experience in applying accounting policies, principles and accounting standards 6. Demonstrated experience in implementing and understanding of electronic budget systems 7. Excellent communication skills (written and verbal) with good analytical and data interpretation skills 8. Demonstrated ability to apply EEO, WHS and ethical practice principles and to act with probity at all times	
Desirable Criteria	
1. Previous Local Government experience in a senior financial role 2. Sound financial knowledge of Section 94 planning	
Prepared By	Chief Financial Officer
Date Prepared	August 2026
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. 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.	
Employee Name:	

Employee Signature:	
Date:	