

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Management Accountant
POSITION NUMBER:	5543
DIVISION:	Corporate Services
DEPARTMENT:	Financial Services
CLASSIFICATION:	Band 6
REPORTS TO:	Finance Business Partner – Relevant division
DIRECTLY MANAGES:	N/A
INTERNAL LIAISONS:	Managers and coordinators, finance team, project officers, internal auditors
EXTERNAL LIAISONS:	External Auditor
DATE:	March 2024

POSITION OBJECTIVES:

This role is responsible for the financial performance management of organisational business units. This includes assisting with the preparation of budgets and forecasts, preparing management accounting entries and providing timely financial performance reporting to the organisation. The financial performance reporting should include analysis, insights, and advice and to enable informed decisions and actions.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Complete monthly variance analysis on actual v budget, forecast v budget etc
2. Complete month end close activity support relevant to the division such as processing journals, accruals and reconciliations
3. Provide analytical support and performance management advice to business units including budget forecast and operating performance. Utilising data to support decision making.
4. Assist with the preparation of budgets
5. Assist with the preparation of forecasts
6. Become a functional and financial data champion
7. Involvement in external audit process and compliance reporting.
8. Provide expertise in the resolution of cost allocation issues.
9. Adhere to all Council's policies and procedures relevant to this position.
10. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Make people the centre of our business
- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity e.g. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

CHILD SAFE:

City of Greater Geelong is committed to being a child safe organisation and has zero tolerance for child abuse. The focus of our work is on children under the age of 18. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs and facilities.
2. Creating an organisational culture of child safety.
3. Setting clear expectations of employees, volunteers and contractors as to what is required to keep children safe.
4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child.
5. Ensuring all suspected abuse is reported and fully investigated.

DIVERSITY AND INCLUSION:

City of Greater Geelong recognises the value of the diversity and strength of Aboriginal and Torres Strait Islander cultures to the heritage of all Australians and encourages Aboriginal and Torres Strait Islander people to apply.

KEY SELECTION CRITERIA:**Qualifications:**

- Tertiary qualification, or studying towards one, in finance, business management or other relevant discipline.

Essential:

- Sound experience in financial management and analysis.
- Sound understanding of financial software systems and proficient in the use of enterprise financial systems (e.g. Oracle Financials).
- A commitment to continuous improvement.
- Highly developed analytical and investigative skills
- Ability to effectively engage across all levels of an organisations.
- Ability to prioritise daily work requirements in order to achieve the responsibilities of the position.
- Strong attention to detail.

- Dedication to delivering outcomes.
- Ability to work cooperatively in a team environment.

Desirable:

- Experience in a government environment
- Professional qualification as a CPA/CA or equivalent

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Ability to provide training to the users of Council's financial software.
- Ability to maintain an up to date knowledge of the software in use.
- Demonstrated knowledge in budget tasks such as business case proposals, budget assistance to business units, budget analysis and reporting.
- Ensure compliance with appropriate corporate financial and performance reporting standards i.e. approved budget variation.
- Sound knowledge in financial and performance management analysis to department Managers.
- Specialist financial advice to business units in the process of understanding past financial performance in order to predict future financial performance.
- Corporate program development.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.

JUDGEMENT AND DECISION MAKING:

- Ability to work independently and unsupervised.
- Ability to show initiative in new and unexpected situations.
- Demonstrated strong analytical skills and the ability to recommend clear actions.

SPECIALIST SKILLS AND KNOWLEDGE:

- An understanding of Local Government operations and financial management and reporting requirements.
- Ability to utilise all relevant software applications including Oracle Financials, BIS and Discoverer report writer.
- Advanced Excel spreadsheet skills, including macros, filters and pivot tables.
- Ability to work with databases for advanced reporting flexibility.
- Ability to assist in the preparation and monitoring of annual budgets.
- Sound knowledge of accounting principles & procedures and reconciliations skills.
- Demonstrated capacity to conduct research into complex issues and to identify deliverable solutions.

MANAGEMENT SKILLS:

- Efficient and effective planning and use of own time in the setting of priorities to achieve specific and set objectives with the resources available and within set time frames.
- Understand and comply with the relevant Council personnel policies and practices.
- Ability to initiate, implement and respond positively to change.
- Demonstrated problem solving abilities.
- Capacity to meet deadlines.

INTERPERSONAL SKILLS:

- Ability to interact with Council staff at all levels of the organisation.
- Ability to be self-motivated and to work as part of a team.
- Drive, energy and positive outlook.
- Create reports and liaise with Councillors, Council staff and external parties.
- Problem resolution on financial issues of a specialist nature.
- Ability to demonstrate integrity, responsibility, respect and innovation in all aspects of the position.