



POSITION DESCRIPTION

POSITION TITLE:		Coordinator Management Accounting			
POSITION NO:		New	CLASSIFICATION:	Band 8	
DIVISION:		Corporate Business & Finance			
BRANCH:		Finance			
UNIT:		Finance			
REPORTS TO:		Deputy Chief Financial Officer			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council supports flexible and accessible working arrangements for all.

This includes people with a disability, Aboriginal and Torres Strait Islanders, culturally, religiously and linguistically diverse people, young people, older people, women, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVE

To effectively lead the Management Accounting team in the provision of high quality budgeting, forecasting and monthly management reporting processes.

The role will also be responsible for business partnering with Council's divisions to provide high level financial advice and analysis of monthly financial results compared to budget and forecast.

Additional objectives include:

- Provision of technical financial advice across each of Council's divisions;
- Ensuring the integrity of financial systems data and appropriate general ledger structures are maintained;

- Staff management of the Management Accounting team, including performance management, development reviews and succession planning;
- Ensure that the highest quality customer service is provided as a whole by the Finance unit to Yarra City Council customers both internal and external.

ORGANISATIONAL CONTEXT

Council is committed to efficiently and effectively servicing the community to the highest standards; protecting, enhancing and developing the City's physical and social environment and building the population and business base. A major imperative of the Organisation is the introduction of a competitive business culture with an emphasis on customer service and continuous improvement.

The Unit forms part of the Finance Branch, which contributes directly to the achievement of Council's goals and the Council Plan. The incumbent is required to pursue Unit, Branch, and Divisional goals through effective team work and with colleagues in other divisions; providing leadership within the Finance Services Unit and developing sound working relationships with a range of internal and external parties.

ORGANISATIONAL RELATIONSHIPS

Position Reports to:	Deputy Chief Financial Officer (Deputy CFO)
Position Supervises:	1 x Business Advisory Accountant 1 x Systems Accountant
Internal Relationships:	The incumbent liaises with staff at all levels within the Organisation including the Executive level
External Relationships:	The incumbent is required to establish and maintain a professional relationship with all customers of Council including ratepayers, residents, visitors, public authorities, Local Government Victoria, Victoria Grants Commission, banking institutions, Internal and External Auditors, Australian Tax Office, Australian Bureau of Statistics and counterparts in other municipalities.

KEY RESPONSIBILITIES & DUTIES

(1) MANAGEMENT

- Report regularly to the Deputy CFO on the activities and performance of the team;
- Facilitate and co-ordinate the efforts and output of the team to reflect overall Council objectives, priorities and service standards;
- Ensure staff are providing high quality customer service;
- Allocate work to team members as appropriate and manage workflows;
- Ensure systems and controls are in place to manage the quality of outputs;
- Ensure that performance management requirements for the team are met within the required timeframes, including work plans and PDR's;
- Encourage staff in the team to undertake appropriate learning and development opportunities;
- Leave management for the team;
- Motivate team members to enhance levels of performance;

- Ensure staff are aware of OH&S requirements and EEO principles and practices are understood and adhered to;
- Develop effective communication lines with staff;
- Contribute to the development of strategic and operational plans for the achievement of department and directorate goals.

(2) PLANNING AND POLICY

- Involvement in the development of strategic and operational plans in line with branch and divisional objectives for the Management Accounting team;
- Develop and maintain up to date policies and procedures for the Management Accounting team;
- Review and streamline systems and processes within the Management Accounting team to achieve flexible and responsive service delivery that meets client expectations;
- Maintain an awareness of the latest developments and innovations in areas under your control, which may impact or enhance the development and delivery of those services to Council management and staff.

(3) FUNCTIONAL RESPONSIBILITIES

Budgeting

- Coordinate the preparation of Council's annual budget in conjunction with the Deputy CFO and in the context of Council's Long Term Financial Plan, Corporate and Council Plan/s;
- Engagement with Branch Managers and Directors on all aspects of the budget preparation process;
- Coordinate the implementation of the annual budget including the coordination and monitoring of the budget profile;
- Ongoing monitoring and internal control of the annual budget.

Forecasting

- Coordinate the review and preparation of Council's quarterly reforecast review through consultation with Branch Managers and Directors.

Long Term Financial Strategy

- Support the development and annual review of Council's Long Term Financial Strategy ("LTFS");
- Explore system based solutions to enhance automation and greater efficiency in the preparation and delivery of Council's 10 year LTFS.

Monthly Reporting

- Detailed analysis of monthly financial results against budget/ forecast and engagement with Branch manager's to provide explanations for significant variances;
- Preparation of Council's monthly Finance report to Executive in conjunction with the Deputy CFO;
- Preparation of Council's monthly Finance report to Councillors in conjunction with the Deputy CFO;
- Preparation of quarterly Council Report in conjunction with the Deputy CFO;
- Engage with the sector to identify ongoing opportunities for continuous improvement.

Business Partnering

- Provide flexible and responsive service delivery to the various business units within each of Council's operating Divisions liaising with Managers to ensure that client information expectations are met;
- Meet regularly with Business Unit Managers to discuss the activities and performance of their units;
- Provide financial support and guidance to business units to support operational decision making.

Annual Accounts

- Provide support for the Deputy CFO and Financial Accounting Coordinator during year end and in the preparation of Council's Annual Financial Statements and year end audit.

(4) LEADERSHIP & MANAGEMENT

- Provide leadership and support to all staff by creating a team environment that fosters and develops effective working relationships and high performance;
- Promote and implement business improvement initiatives when identified;
- Provide training, advice and guidance to all staff to provide opportunities for personal and professional growth;
- Coordinate regular team and staff one-on-one meetings to ensure that there is clear and open communication, continuous staff development and process improvement;
- Undertake performance and development reviews with all staff;
- Contribute to the development and achievement of the Finance business plan and the wider goals and objectives of the organisation;
- Participate in Council working groups and committees as and when required;
- Stay current and up to date with sector changes and legislative changes relevant to the sector.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This role is directly accountable for:

- Professionally carrying out of duties and responsibilities as documented and directed to ensure a high level of service efficiency (as outlined by the Deputy CFO);
- Directly accountable for coordinating the preparation of Council's annual budget;
- Directly accountable to the Deputy CFO for ensuring the timely preparation of all management reporting requirements;
- Accountable for evaluating and developing improvements to the delivery of the above services on an ongoing basis;
- Has responsibility for the supervision and management of the Management Accounting team;
- Has the freedom to act in the administration and development of reporting systems and is governed by clear objectives and consultation with Business Unit Managers;
- Has the freedom to act in the provision of specialist advice and information;
- Accountable for identifying and referring risk issues to council.
- Accountable for policy development and interpretation as required.

Safety & Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures;
- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

- Behave according to the following values which underpin our efforts to build a service based culture based on positive relationships with colleagues and the community:
 - Respect
 - Teamwork
 - Innovation
 - Sustainability
 - Accountability
 - Integrity

JUDGEMENT AND DECISION MAKING

- Initiative and sound judgement is required as guidance and advice is not always available within time to make a choice;
- Have the ability to solve complex problems not previously encountered;
- The incumbent may recommend improvements and ongoing development of methods, procedures and processes;
- Provide professional advice internally on a range of accounting issues to senior management, business units and other council officers;
- Sound judgments and decisions will be required when dealing with staffing issues, performance and development;
- Well thought out recommendations will be needed for situations of continual improvement, policy development, business practices.
- Have the ability to identify and develop policy for the Management Accounting team.

SPECIALIST SKILLS AND KNOWLEDGE

- Tertiary qualifications in Accounting and/or Financial Management;
- A minimum of five years' experience in a similar role;
- A knowledge of Accounting Standards, Local Government Act, Local Government (Finance & Reporting) Regulations and Local Government (Planning & Reporting) Regulations is essential;
- Thorough knowledge of accounting procedures, practices and ability to provide training to staff;
- Thoroughly understand modern accounting practices and theory;
- Have an understanding of the long term goals of Council, and of its values and aspirations, and of the legal, socio-economic, and political context in which it operates;
- The ability to understand and interpret legal advice when required;

- Proven leadership expertise to motivate, develop and mentor individuals and a team;
- High level of accuracy and numeracy with the ability to input and review data – attention to detail is critical;
- Skills in the preparation of clear, concise reports, internal and external correspondence;
- Ability to prepare written reports and develop policy and procedure documentation;
- Proficiency in the operation of computerised systems, programs associated with the MS Office applications;
- Experience using Technology One Finance System or another similar finance system;
- Familiarity with ledger codes and internal control procedures to ensure correct costing and methods applicable;
- Commitment to service ethic and personal service excellence;
- Commitment to ongoing training and development.

MANAGEMENT SKILLS

- Highly developed leadership, management and communication skills;
- Ability to handle a variety of complex tasks concurrently with minimal supervision and within strict guidelines;
- Ability to plan, prioritise and organise work, both on an individual and team basis, within a tight timeframes and in an environment of change and conflicting demands and pressures;
- Ability to be innovative and develop new techniques and procedures to improve the team's level of service;
- Highly effective time management and forward planning skills, plus the ability to prioritise and organise workloads in an environment of change and conflicting demands;
- An approach to staff management that encourages open communication and the ability to develop positive relationships and high team performance;
- Ability to facilitate and manage change in a competitive environment.

INTERPERSONAL SKILLS

- Highly effective interpersonal skills, incorporating liaison, influencing, negotiation, analytical, problem resolution and written communication;
- Ability to lead, inspire and motivate employees to achieve the organisational strategic goals;
- Ability to develop a climate of trust and confidence thereby encouraging "two way" communication and team work;
- A positive demeanour with a can-do customer focussed attitude;
- Ability to maintain excellent public relations on all occasions;
- Presentation skills to train, educate and represent council in a variety of forums when required;
- Flexibility and adaptability to deal with change and continual improvement;
- Confident and decisive with the ability to influence and make well thought through decisions.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in Accounting and/or Financial Management;
- Membership of a recognised Accounting body (CA/CPA);

- A minimum of five years' experience in budget preparation and commercial management reporting;
- Exposure to Technology One operating and reporting software desirable or another similar system;
- Strong customer service skills and focus.

KEY SELECTION CRITERIA

1. Tertiary qualifications in Accounting and/or Financial Management and Membership of a recognised Accounting body;
2. Demonstrated experience in leading the development and delivery of quality annual budgeting and financial reporting;
3. Proven leadership expertise to motivate, develop and mentor individuals and develop a climate of trust and confidence thereby encouraging "two way" communication and team work. ;
4. Effective time management and forward planning skills, plus the ability to prioritise and organise workloads in an environment of change and conflicting demand;
5. Highly effective interpersonal skills, incorporating liaison, influencing, negotiation, analytical, problem resolution and written communication;