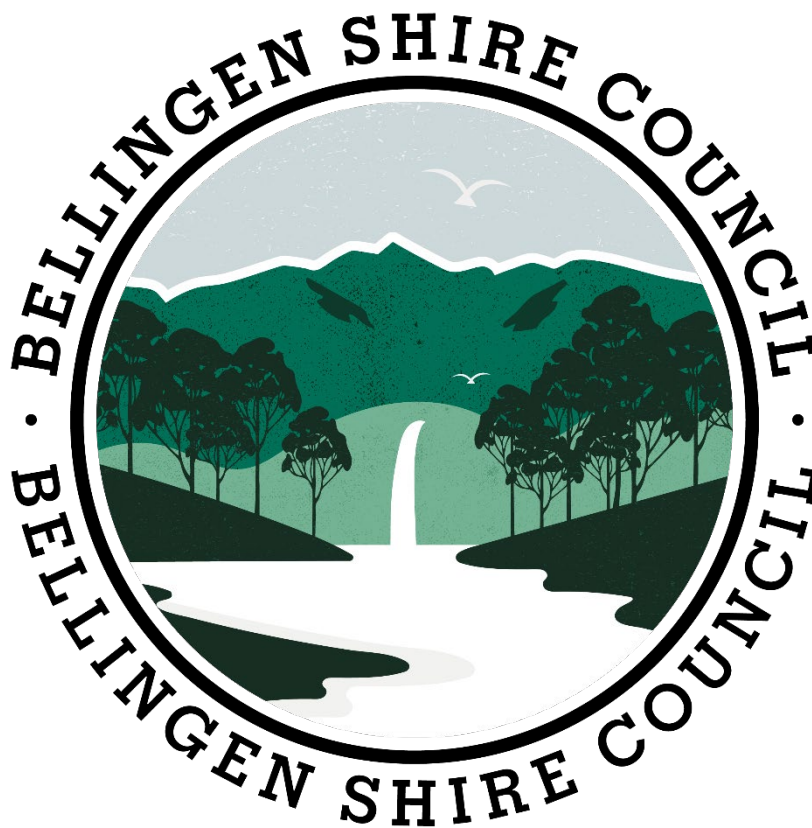




Position Description

Position Title:	Management Accountant (PN 2204)		
Position Type:	Permanent Full-time		
Department:	Finance		
Date Approved:	September 2026	Version Number:	2
Hours per week:	35	Award Classification:	Band 3 Level 1
FTE	1	Salary Classification	Grade 5

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employee's key performance indicators as part of their annual performance review. Position Descriptions may be amended from time to time in accordance with the business needs and in consultation with the incumbent of the position. Employees are expected to perform the duties and responsibilities of their position as outlined in their Position Description and as reasonably directed by their supervisor or manager.

1. Primary Objective (Role Purpose)

Provide high-quality management accounting, financial analysis and reporting to support effective financial management and informed decision-making across Council. Monitor financial performance, provide meaningful analysis and advice to managers, and support the development and management of budgets, forecasts and long-term financial plans to promote financial sustainability and the efficient use of Council resources.

2. Key Accountabilities

- Coordinate the preparation, review and ongoing maintenance of Council's 10-year Long Term Financial Plan (LTFP), working with Group Leaders and Managers to identify the longer-term financial implications of proposed projects, service changes and operational initiatives.
- Coordinate the preparation of Council's annual operating and capital budgets and ensure the annual budget is appropriately reconciled to the LTFP and relevant planning documents.
- Provide advice and guidance to budget holders throughout the budget preparation process.
- Review budget submissions for accuracy, consistency and alignment with Council's strategic priorities and LTFP.
- Coordinate the loading and validation of approved budgets within Council's financial system.
- Prepare financial information and reports for inclusion in Council's Quarterly Budget Review Statements and Monthly Financial Performance Reports.
- Coordinate Council's quarterly budget review process.
- Prepare monthly financial reports with detailed variance analysis and clear performance commentary.
- Investigate significant variances and emerging financial trends.
- Build and improve financial capability and accountability across the organisation through guidance, training, support and effective business partnering.
- Partner with managers and business leaders to provide high-quality financial advice, analysis and decision support.
- Assist managers to understand their financial performance and responsibilities.
- Provide advice on the financial implications of proposed initiatives, projects and service changes.
- Champion continuous improvement of budgeting and forecasting processes.
- Provide support and assistance to the Finance team in the delivery of day-to-day financial management, reporting and analysis.
- Undertake other duties as directed.

3. Core Competencies (Knowledge Skills and Experience)

Qualifications

- Relevant tertiary qualifications in finance or business and/or demonstrated equivalent knowledge, skills and experience gained through relevant work experience

Experience

- Demonstrated experience in management accounting, including budgeting, forecasting, financial analysis and management reporting.
- Demonstrated experience partnering with managers and budget holders to analyse financial performance, investigate budget variances and provide meaningful financial advice.
- Experience using financial management systems and advanced spreadsheet functionality to prepare, analyse and report financial information.
- Experience working in local government or a similarly complex and regulated environment (desirable)

Skills

- Well developed accounting, analytical and mathematical skills, including budgeting, forecasting, financial analysis and management reporting.
- High attention to detail and accuracy when working with numerical data and undertaking data entry.
- Advanced computer literacy, including Microsoft Office applications or equivalent, particularly spreadsheets and word processing.
- Effective time-management skills, with the ability to complete tasks within strict deadlines.
- Sound written and verbal communication skills.
- Ability to maintain strict confidentiality when accessing and handling sensitive data and information.
- Commitment to providing quality customer service to internal and external customers.

4. Supervision Received

This role reports to the Senior Accountant.

5. Supervision Exercised

Nil.

6. Delegations

The Management Accountant will exercise the functions of the Council as delegated to the position.

7. Council Overview

Bellingen Shire Council Local Government Area covers approximately 1,600 square kilometres and has an estimated population of 13,219. Bellingen Shire Council is the gateway to the world heritage listed Dorrigo National Park and has an abundance of natural assets. The Local Government Area is home to significant local and state infrastructure and Waterfall Way is a key east, west commuter corridors between the Pacific Highway and the New England Highway. Council is committed to being connected, sustainable and creative.

8. Our Values



Service Ethic /
Commitment



Professionalism



Respect



Teamwork



Integrity



Communication

The guiding principles of respect, professionalism, integrity, teamwork, communication, and service commitment define how Bellingin Shire Council strengthens its working environment to deliver on the aspirations of our community.

9. Expected Behaviours

All employees must adhere to Council's Code of Conduct and undertake their role in accordance with the policies and procedures of Council.

Council is committed to the following important principles and practices:

Workplace health and safety (WHS)

All employees have responsibility for implementation of our WHS systems and procedures and to ensure they work in a manner that maintains the safety, health and welfare of themselves and others at the workplace.

A professional working environment free from discrimination, harassment, and victimisation

It is the responsibility of all employees to ensure that proper standards of the conduct are upheld in the workplace. Behaviour which contravenes these standards will not be tolerated.

Economic, environmental, and social sustainability

Employees are required to consider these three strands of sustainability in all work-related decisions. In addition, employees are expected to adopt work practices consistent with this commitment and take action to reduce waste, prevent pollution and minimise the use of natural resources and energy.

10. Acknowledgement

This position description is a broad description of the accountabilities, duties and required capabilities relating to this position. The role and position are dynamic and may evolve and change over time in line with changing strategic and operational requirements.

I have signed below in acknowledgement of reading, understanding, and accepting the contents of this document. I accept that, with consultation, my duties and delegations may be modified by Council from time to time as necessary.

«CandidateSignature_tag»