



Cardinia

POSITION DESCRIPTION

POSITION TITLE:	MANAGEMENT ACCOUNTANT
STATUS:	FULL TIME
CLASSIFICATION:	BAND 7
BUSINESS UNIT:	FINANCE
DATE REVIEWED:	2022

ORGANISATIONAL CONTEXT

Our vision is that the unique identity of our urban, hills and rural areas is strengthened. We meet the challenges we face together as a community. How we respond balances the needs of our people, businesses, our productive land and natural environments.

To undertake this vision successfully we are developing a skilled and professional workforce that embraces our organisational culture, values and demonstrates key leadership capabilities. We define our culture as working together, working differently and working for the future. The values of teamwork, respect, accountability, communication and customer focus underpin our work and our behaviours to ensure we deliver on the Council's vision while maintaining a healthy, engaging and inclusive workplace. The Leadership Capability Framework describes what we do as leaders and the Values form the basis of how we behave in the workplace and conduct the business of planning.

Council plays an important role in contributing to life in your community by providing many of the services and facilities that residents of all ages access every day. Council provides traditional local government services like local roads, waste management, and planning, building and animal control. But beyond this we provide much more. We work with residents from newborn babies, to young people, families and our senior citizens.

Cardinia Shire Council values Inclusion and Gender Equality and does not condone any negative behaviours as outlined in our Workplace Behaviours policy. This includes, and is not limited to, discrimination, bullying, family violence, victimisation and breaches of our other workplace policy.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Coordinator - Financial Planning, Analysis & Systems
Direct Supervises / Reports:	Nil
Internal Liaison:	Other Council staff as required
External Liaison:	Banks, auditors, other Government bodies and suppliers of Council

POSITION OBJECTIVES

To provide Cardinia Shire Council with effective and efficient financial services, accounting integrity, adherence to Australian Accounting Standards, Local Government Act 2020, Local Government Financial Reporting Regulations 2004 and Council policies, together with flexible and courteous service through effective control management, planning, and co-ordination of Cardinia's financial accounting needs.

KEY RESPONSIBILITIES

Preparation of Council's Annual budget

- Plan, co-ordinate, prepare and distribute Council's annual budget ensuring compliance with statutory regulations and ensuring statutory public notification is implemented.
- Support Managers with the formulation of budget submissions as requested.
- Load relevant budget data into the General Ledger to enable phasing of adopted budget, posting of actual results and extraction of management report information.

Budget / Financial support and advice to the Senior Leadership Team (SLT) and Managers

- Provide support and advice to SLT and Managers relating to actuals, budget, forecast, and general finance issues.
- Develop and deliver finance and budget training sessions and workshops.
- Participate in business cases and project committees as required.
- Develop process documents to guide managers in the budget process.

Monthly and Quarterly Reporting

- Prepare monthly reporting timetable and communicate deadlines to relevant stakeholders.
- Undertake general accounting duties such as journal preparation, monthly accruals and reconciliations preparation and review as directed.
- Prepare and present monthly and quarterly management reports to SLT.
- Monitor operating budget variances through a business partnering approach and conduct monthly meetings with Managers and the General Manager of the Group(s) allocated to this position.
- Review natural accounts and suspense account clearing.

Annual Financial Statements

- Assist the preparation of Council's Annual Financial Statements, including the completion of allocated statements and notes.
- Respond to related auditor queries in a timely manner.

Local Government Performance Reporting Framework

- Complete allocated sections of the LGPRF template each quarter and year-end on a timely basis.
- Respond to related auditor queries in a timely manner.

Capital Works Monitoring

- Monitor the capital works budget and address variances in income and expenditure through monthly meetings with the Project Managers of the Division(s) allocated to this position.
- Report on status of Capital Works projects to SLT and Council as required.

Local and State Government Reporting

- Co-ordinate, communicate and prepare reporting to Victorian Grants Commission, Essential Services Commission and any other external bodies by due dates.
- Support departments in their preparation of Acquittals.
- Co-ordinate auditors for the review of acquittals as required.

Management Accountant Instructions, policies and procedures

- Ensure Council policies relating to the above duties and responsibilities are relevant and up to date.
- Ensure detailed work instructions relating to this role are documented and are regularly maintained on our Corporate Information Record System to ensure they are relevant and up to date.
- Update Finance policies on an annual basis and provide recommendations.
- Prepare and communicate key financial information on Cardinet on a regular basis i.e. key dates, training, processes and customer support.

General Duties

- Provide input to business process improvements across Council.
- Other duties within the limits of the employee's skill, competence, and training (multi-skilling), provided that such duties do not promote a narrowing of the employee's skill base.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.
- Ensure compliance with Council financial and procurement policies and procedures to maintain adequate standard of internal control over finances.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Provide advice to Senior Leadership Team (SLT), managers and staff on budget, financial management, financial risk and policy and procedure.
- Provide input to finance policy and procedures development within the Finance unit.
- Participate in the development and delivery of Council's annual budget.
- Prepare, delivery and present Council's management reports.
- Participate in the preparation of Council's Annual Financial Statements.
- Complete allocated sections of Local Government Performance Reporting Framework template.
- Prepare and lodge Council's Victoria Grants Commission annual questionnaire, Roads to Recovery annual report, Essential Services Commission annual compliance information and other government funding acquittals.
- Provide coaching and support to relevant stakeholders Capital works monitoring and reporting.
- Contribute to maintaining the integrity of the General Ledger through reconciliation, responsible maintenance and journal processing.
- Maintain detailed written procedures relevant to this role.
- Always demonstrate personal and professional integrity consistent with Cardinia's values.

JUDGMENT AND DECISION MAKING

- Judgement is exercised in the framework of specific legislation, policies, guidelines and procedures, and customer service.
- High level analytical skills will be required for decision making.
- Ability to determine appropriate courses of action within a changing environment.
- Ability to make the right decisions for the team and the organisation, in the absence of the Team Leader Financial, Planning, Analysis and Systems.
- Interpret relevant legislation and implement requirements.

SPECIALIST KNOWLEDGE AND SKILLS

- Knowledge and understanding of Local government in a similar role are essential.
- Knowledge of Australian Accounting Standards, key accounting principles and practices.
- Business partnering experience and cross collaboration working skills.
- Ability to prepare statements of financial performance, financial position and cash flow from source data.
- Data analytics and skills to manipulate data to highlight the key aspects and display information in dashboard and graphical format.
- Strong ability to analyse financial data and develop management reports.
- Ability to effectively communicate finance and budget requirements to senior management and other members of the organisation.
- Highly computer literate, including proficiency in TechnologyOne and Microsoft applications suite.
- Strong ability to reconcile ledger accounts.
- Knowledge of Local Government Act and Model Budget Statements
- Knowledge and understanding of Council Plan and related key result areas and programs.

