

Position Description

POSITION:	Management Accountant / Business Analyst
CLASSIFICATION:	Grade 19
DIVISION:	Finance and Corporate Services
AUTHORISED BY:	Director Finance and Corporate Services
DATE:	August 2016

1 POSITION OBJECTIVES

The Management Accountant/Business Analyst is required to provide reliable, timely advice to internal and external stakeholders regarding Council's financial management and to ensure that Council's accounting activities comply with legislation, accounting standards and relevant guidelines.

The position will contribute to sustainable management of Council's operations through dedicated focus on improving business structures, systems, processes and policies leading to our organisation being an innovative civic leader known for its best practice local government management and service commitment to our community.

2 CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES

- Comply with Council's Code of Conduct, Policies and Procedures at all times.
- Present a positive image of Council at all times.
- Ensure an efficient, courteous and professional service to customers at all times.
- Participate in the evaluation and review of all work practices and processes relevant to the role to ensure that they are effective and efficient and propose improvements where appropriate.
- Ensure all work is performed in accordance with requirements of Health and Safety policies, procedures and legislation.
- Report all incidents, hazards and risks to the immediate supervisor.
- Maintain and use personal protective and safety equipment as applicable to the role.
- Actively participate in health and safety activities.
- Actively participate as a member of the relevant Council section and division.
- Promote and maintain harmonious relationships in the workplace.
- Ensure timely and accurate record keeping in accordance with Council's requirements.
- Undertake Code of Conduct training as directed.
- Undertake both internal and external training identified as relevant to the role.
- Consider the protection of the environment in all Council activities and decision making.

3 REPORTING RELATIONSHIPS

This position reports directly to:

- Director Finance and Corporate Services

The positions reporting to this position are:

- Nil

The position is required to liaise with:

- Internal and external stakeholders including council staff and management and community members.

4 KEY DUTIES AND RESPONSIBILITIES

- Understand and apply knowledge of the Local Government Act, Integrated Planning and Reporting framework to understand the strategic and operational requirements for performance reporting within local government
- Develop our organisations capacity to change and build our workforces capability to learn, apply and develop a culture of continuous improvement
- Set up continuous improvement frameworks and systematic processes for prioritising improvements within our organisation
- Critically review operational and service level requirements across the organisation ensuring we can add value to our community and sustainably provide services into the future
- Provide support for effective decision making through collation and analysis of resource information (financial, human, technological or other) leading to development and costing of alternative operating models
- Drive innovation within our organisation, through research, developing access to industry thought leaders and encouraging participation in leading change
- Council's management accounting activities are conducted with a high degree of professionalism, meet legislative and regulatory requirements, and represent good value to the Yass Valley community when benchmarked against industry standards
- Quarterly Budget reviews are co-ordinated and prepared in accordance with OLG guidelines for presentation to Council
- The development of Council's Operational Plan and supporting budgets to meet statutory requirements and Council's short and long term objectives
- The development of procedures for budget manager input into the Operational Plan process and active collaboration with budget managers to ensure accurate estimates are included
- Assisting with preparation, monitoring, and review of Council's Long Term Financial Plan, and other strategic management plans
- Preparing and reviewing Council policies relating to financial management that both promote compliance with regulatory requirements and support organisational objectives
- Maintaining, monitoring, and upgrading the general ledger and subsidiary ledgers to enable efficient recording, oversight and control of income and expenditure
- Developing, reviewing and implementing systems for allocating on-costs and overheads to ensure the cost of providing individual services is captured reliably
- Providing financial and operational information and analysis to support managers in decision making, including advice on the financial implication of options when considering a decision
- Prepare reports, business papers, briefings, correspondence and memos relevant to the area of financial management
- Keep abreast of legislation, accounting standard and code of accounting practice changes affecting the responsibilities of the finance department
- Provide back-up support for the financial accounting function

5 PERSON SPECIFICATION

- A mature and industrious nature.
- An ability to work effectively with people of all ages, backgrounds and at all levels of Council and with members of the community to produce positive outcomes.
- Demonstrated ability to work effectively with other staff and positively influence the work group and individuals.
- The ability to work independently and schedule work to meet deadlines.
- An ability to interpret and clearly understand legislation, policies, instructions and procedures.
- The ability to deliver effective training both to groups and individuals.
- The ability to both pacify and satisfy difficult customers.
- The ability to negotiate with staff and customers to obtain a suitable outcome for both parties.

Licences

- A current class "C" driver's licence.

6 KEY SELECTION CRITERIA

Essential

- Degree in commerce or related discipline with a major in accounting
- Demonstrated experience of successfully preparing, monitoring, and reporting on all types of budgets for a publicly accountable entity with diverse functions
- Demonstrated experience performing detail financial analysis, modelling and reporting in a range of financial systems
- Demonstrated experience in the development of strategic long term financial plans
- Demonstrated knowledge of the Local Government Act and the Integrated Planning and Reporting Framework
- Demonstrated ability to apply analytical, problem solving and influencing skills to improve financial management and budgeting practices throughout an organisation
- Proven ability to achieve timely preparation of general purpose financial statements and statutory returns in accordance with accounting standards and relevant guidelines
- Proven time management skills and ability to manage competing priorities within available resources and timeframes
- Well-developed written and verbal communication skills (e.g. correspondence, formal reports, customer interactions)
- Strong computer literacy with experience in the use of Microsoft Office Suite applications, data management software and Enterprise Resource Planning Systems such as CIVICAs Authority
- Demonstrated understanding of how high-quality accounting services can contribute to local governments' ability to support prosperous, vibrant, sustainable local communities
- Demonstrated commitment to and implementation of continuous improvement in the workplace
- A current class "C" driver's licence

Desirable

- CPA or CA accreditation or working actively towards achieving such accreditation