

## POSITION DESCRIPTION

1. POSITION DETAILS			
<b>Position Title</b>	Management Accountant	<b>Designation and Classification Level</b>	RGRC Level 8
<b>Position No</b>	1016	<b>Division</b>	Corporate Services & Sustainability
<b>Business Unit</b>	Financial Management and Planning	<b>Reports To</b>	Finance Manager
<b>Location</b>	Katherine	<b>Date Created</b>	January 2022
2. POSITION CONTEXT			
<b>Position Summary/ Purpose</b>	To assist the Finance Manager in planning and delivering financial services within the Roper Gulf Regional Council area, namely: creditors, grant and contract management, financial management including budgets, and annual financial reports.		
3. KEY RESPONSIBILITIES			
<p><b>1. Service Delivery, Planning and Monitoring</b></p> <ul style="list-style-type: none"> <li>Assist with facilitation of Council budget and forward financial modelling development and management.</li> <li>In conjunction with all Council Departments, draft an annual budget within agreed timelines for ratification by Council</li> <li>Monitor and review budgets as required by relevant legislation / accounting regulations and provided financial reports to Council and funding agencies where required.</li> <li>Assist Council Members to improve Council knowledge of budget and financial matters.</li> <li>Assist with analysing new project budgets to ensure viability and provided advice to the General Manager on the financial sustainability of projects.</li> <li>Periodically review Activity Income and Expenditure Statements.</li> <li>Assist in the preparation of grant submissions and acquittals.</li> <li>Prepare monthly grant reconciliation with the assistance of the Grants Coordinator</li> <li>Prepare monthly reports for Council, Local Authorities and Committees.</li> <li>Assist the Auditors in the annual audit.</li> <li>Assist the Finance Manager with policies and organisation management issues.</li> <li>Calculate and process internal and external cost allocations.</li> <li>Supervise and deliver the Council finance and accounting functions in line with Council Finance Policy and Statutory requirements.</li> <li>Assist with providing timely management reports on operations of the section.</li> <li>Assist with providing input to Council's Annual Report.</li> <li>Assist with ensuring completion of Statutory Reports.</li> <li>Establish and manage contracts as required to ensure delivery of efficient services.</li> <li>Assist with managing loan and investment portfolios.</li> </ul> <p><b>2. Organisational Sustainability</b></p> <ul style="list-style-type: none"> <li>Liaise with the Assets and Project Manager to maintain complete and accurate project registers for all projects.</li> <li>Assist the Finance Manager with quarterly budget reviews for presentation to Council.</li> <li>Development and maintenance of internal controls within the finance section.</li> <li>Review, develop and recommend policy and procedures.</li> <li>Attend and contribute to Council meetings and Committees meeting as required.</li> <li>Ensure Council services are delivered in accordance with the Roper Gulf Regional Council Management Plan.</li> <li>Liaise with the Department of Local Government, other relevant funding bodies and auditors on all financial matters to ensure all appropriate records and reporting are delivered and the Council finance system is operating effectively and deficiently.</li> <li>Council provides customer-focused products and services to the community.</li> <li>A customer-focused Council is promoted.</li> <li>All customer issues are responded to in accordance with Council's Customer Service Standards.</li> <li>Sound customer relations with internal and external customers, including Councillors, are developed.</li> </ul>			

- Stakeholders are engaged in the sections activities.
- All customer requests are recorded and attended to.

### 3. Quality and Continuous Improvement

- Ensure all transactions affecting these projects are accurately recorded.
- Ensure the Finance sections work practices and procedures are appropriate and current.
- Ensure that teamwork philosophy is engendered in all operations.
- Actively encourage staff participation and development.
- Regular and effective communication is practiced.
- Human Resource policies and procedures are implemented.
- Provide supervision to team members within the Finance department, including monitoring of staff performance and ensuring adequate opportunities for development and training.
- Service and employee responsibilities are clearly identified.
- Assist in the development and implementation of organisational risk management procedures.

### 4. Work Health and Safety (WHS)

All Council staff have a duty of care and a legal obligation to ensure that they:

- Undertake work in a manner that is not harmful to their health and safety or the health and safety of others
- Proactively identify and address potential risk to ensure the safety, so far as is reasonably practicable, of service users, staff, volunteers, stakeholders and the organisation in accordance with legislated responsibilities and Council's Quality and Risk Management System
- Comply with the Council's WHS Management System requirements particularly manual handling, infection control, emergency, food safety and personal protective equipment requirements
- Attend and actively participate in WHS and other mandatory training
- Monitor workplace conditions and report:
  - Ideas which may improve health and safety
  - Any work related or personal injury or illness (where it may affect their ability to work safely)
  - Any work-related incident they witness, including bullying and harassment
  - Hazards and incidents including any malfunction or inadequacies of equipment
  - Correct minor hazards as applicable.

## 4. SELECTION CRITERIA

### ESSENTIAL

1. Tertiary qualifications in Accounting, Business or Commerce or related discipline, with considerable practical work experience in a similar role.
2. Proven experience operating in the financial affairs of a local government authority and / or organisation requiring comparable skills and knowledge.
3. Strong understanding and knowledge of government accounting standards, policies, practices and procedures.
4. Demonstrated experience preparing and critically analysing financial reports.
5. Demonstrated experience in managing and preparation of budgets
6. Demonstrated ability to initiate the development of enhancements to financial systems and processes.
7. Demonstrated ability to interact effectively with a multi-disciplinary team, with proven leadership abilities to supervise, train, mentor and build capacity of staff to achieve corporate objectives.
8. Proven strong communication skills, including the ability to deal and negotiate effectively with internal and external stakeholders, and able to establish and maintain effective networks.
9. Computer literacy with intermediate user training in Microsoft Suite of products.

**DESIRABLE**

1. Full membership of Institute of Chartered Accountants or CPA Australia or working towards full membership.
2. Knowledge and experience with midscale Enterprise Resource Planning software, accounting software packages and InfoXpert.
3. Current Northern Territory C Class Drivers Licence.

**MANDATORY REQUIREMENTS**

1. Be an Australian Resident or provide the current, relevant Visa to work within Australia (Please note that RGRC do not currently undertake sponsorship).
2. Current Criminal History Check (issued within three (3) months) or undertake Criminal History Check prior to commencement of employment and renew as required throughout period of employment, or as per the Criminal History Check Policy.
3. Provide evidence of COVID-19 Vaccinations

**4. ACKNOWLEDGEMENT**

<b>GENERAL MANAGER</b>	Dave Heron	<b>Date Approved:</b> 25/01/2022	<b>Signature:</b> <i>DJ Heron</i>
<b>Employee Name</b>		<b>Date:</b>	<b>Signature:</b>