POSITION DESCRIPTION

Management Accountant (POS1045 and POS1815)

Directorate:	City Corporate	**Department:**	Financial Services		
Position Grade:	15	**Reports to:**	Senior Management Accountant		
Last review:	September 2018	**Next review:**		**Version No.:**	1.0

Organisation purpose:

Liverpool City Council is rapidly transforming to lead the Liverpool Community through a period of immense change and growth. The Liverpool Community Strategic Plan, Our Home, Liverpool 2027, provides a focus on working collaboratively with residents and stakeholders to ensure their present and future priorities and goals are realised. Through a four-pronged strategic vision of Creating Connection, Leading through Collaboration, Generating Opportunity and Strengthening and Protecting our Environment, Council aims to deliver both innovative and practical services to its community.

Position purpose:

Provide financial management advisory services to a client group of Directors, Managers, Co-ordinators and project leads to support service delivery and achievement of strategic objectives through efficient use of financial resources.

Develop an understanding of business in a complex and dynamic environment and provide in-depth analysis and evaluation of new initiatives and their financial impacts on Council's continuing financial sustainability.

Proactively engage and provide expert advice, coach and partner with nominated client groups to support decision making within Council's broader financial management framework.

Key accountabilities/responsibilities:

1. Partnering and coaching a nominated client group of Directors, Managers, Coordinators on financial management responsibilities. This include:
   - Formulating and managing capital and operating budgets;
   - Identifying budget risks and developing strategies;
   - Comprehensive financial impact analysis on new initiatives;
   - Setting, and reviewing fees & charges;
   - Providing specialised training on financial reporting systems and processes;
   - Understanding of Council's broader obligation to be financially sustainable.

2. Supporting the client group to manage more complex financial management matters (including restructures, internally/ externally restricted reserve funds, grant applications, and tender evaluations).

3. Effectively managing the relationship with the client group through building and maintaining understanding of their business and need for financial resources.

4. Collaborating with central management accounting team to formulate Council's annual budget and Long Term Financial Plan which aligns with service levels specified in the Delivery and Operational Plans and incorporates financial implications resulting from changes to Australian Accounting Standards and OLG Code of Accounting Practices.

5. Consulting, supporting and advising the client group on development and implementation of financial management strategies, including those specified in the Long Term Financial Plan.

6. Performing activity-based service costing of Council services for inclusion in Financial Statements and Operational Business Plans.

7. Performing monthly budget variance analysis and forecasting financial position to year end.
8. Designing reports using Excel One to meet tailored information needs of the client group and other stakeholders across Council.

Decisions made in the position:

The role:

1) Carries a high level of autonomy in setting own priorities in alignment with the objectives and deliverables of management accounting team
2) Maintains a degree of independence to develop a suitable approach in managing the workload;
3) Determines own actions undertaken within Council policies and operational procedures
4) Ensures financial projections/ recommendations are based on sound evidence, but at times may be required to use their judgment under pressure or in the absence of complete information or as a source of expert advice to internal stakeholders across the Council
5) Is granted delegation of authority on specific matters by the Chief Executive Officer. Refer to delegation database or contact Governance for copies or level of authority

Decisions referred:

The role as necessary consults and/or refers to Senior Management Accountant and/or Chief Financial Officer on a suitable course of action in matters that are sensitive, high-risk or business-critical, or for those issues that have far reaching implications with respect to resources or quality advice provision.

Key issues/challenges:

1) Maintaining a detailed and current knowledge of management accounting and budgeting procedures
2) Fostering business partner relationship and influencing decision making to optimise financial outcomes for the Council
3) Ensuring budget performance forecasts, analytical reports and advice is accurate, reliable and of high quality to support effective decision making;
4) Maintaining a detailed and current knowledge of the Australian Accounting Standards, Code of Accounting Practice and other guidelines issued by the NSW Office of Local Government

Key working relationships:

- CEO, Directors, Managers
- Supervisors/Coordinators/Team Leaders
- Finance Staff
- NSW Office of Local Government
- NSW Audit Office
- Council's bank (Commonwealth Bank of Australia)

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POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Degree qualifications in Accounting or Commerce

Experience

- Extensive experience in budgeting and financial management in a medium to large organisation
- Demonstrated analytical ability to deal with high volume and complex financial information
- Demonstrated experience using large financial information systems
- Ability to proactively engage and foster business partnering relationship with key internal stakeholders
- Effectively communicate and influence decision making at all levels of management

Knowledge and Skills

- Comprehensive knowledge of budgeting process and financial management principles
- A good understanding of costing principles and pricing methodologies
- Working knowledge of Australian Accounting Standards
- Intermediate to advanced level MS Excel skills
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Professional membership to CPA or equivalent
- Experience in local government industry
- Demonstrated experience in using Technology One Financial System

LIVERPOOL CITY COUNCIL

LIVERPOOL THE GREAT SOUTH WEST

Our vision:

Aspiring to do great things – for ourselves, our community and our growing city.

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous