

POSITION DESCRIPTION

Management Accountant (POS 1045 and POS 1815)

Directorate:	City Corporate	Department:	Financial Management
Position Grade:	14	Reports to:	Senior Management Accountant
Last review:	August 2018	Next review:	Version No.: 3.0

Position purpose:

Responsible for budgeting, forecasting and preparation of key deliverables including the Annual Budget, Revenue Pricing Policy, the Long Term Financial Plan, quarterly budget reviews, job costing, performance monitoring and management reporting systems.

Key accountabilities/responsibilities:

Responsible for:

- 1) Compilation of appropriate costing information for pricing decisions and ensuring budgets are kept within approved funding allocations.
- 2) Preparation of the annual budget, financial summary information for Operational and Delivery Plan and development of Council's Long Term Financial Plan. Participate in the development of the annual operating and capital works program.
- 3) Maintain Fees and Charges online register, prepare training manual, conduct staff training, creation and deletion of fees, review of fee submissions, preparation of variance reports, consolidation of draft Revenue Pricing Policy document for exhibition and report finalisation for Council adoption.
- 4) Conduct quarterly budget reviews including setting the timetable, discussions with budget managers and directors and the preparation of supporting attachments to the Council report.
- 5) Undertake cost evaluation activities, analyse financial information and prepare reports in response to Management and Councillors' enquiries and public submissions.
- 6) Perform monthly forecasts, reviews performance to monthly budgets, conducts monthly meetings with budget managers and Directors and value-adding response to requests from internal and external customers.
- 7) Undertake monthly analysis of employee costs, contract labour and calculation of salary savings.
- 8) Providing support to budget managers and Directors to help achieve their responsibilities as officers responsible for the application of council funds by analysing financial information to provide accurate and timely financial recommendations for decision making purposes.
- 9) Maintain budget and balance control of all reserve funds ensuring all required transfers to and from reserves are performed. Prepare monthly and quarterly reserves report.
- 10) Undertake Business Case analysis in support of new initiatives and perform assessments of Requests for Tenders and Quotations.
- 11) Review, develop and implement financial systems, processes, financial models and reports. Allocates budget packs, creation of projects and prepares and updates budget and forecast models.
- 12) Provide ongoing training, mentoring and support to staff on Council's budgeting process, reporting system and the use of the financial systems including the production of training manuals.

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- 13) Participation in Council's external audits, end of year process and production of the Annual Financial Statements by preparing Notes and Special Schedules, ongoing grants assessments, accounts analysis and budget variance reporting.
- 14) Completion of annual PWC survey and bi-annual OLG Cost Shifting Survey.
- 15) Reconciliation of general ledger accounts where required.
- 16) Performing general ledger journals and maintaining budgets within the budget module of the cost management module and general ledger.
- 17) Preparing reports using XLOne queries and spread sheeting.
- 18) Responsible for the processing of cost management reports.
- 19) Assisting the Manager, Financial Services with ad-hoc projects.
- 20) Attending Finance Panel meetings and other meetings on behalf of council.

Decisions made in the position:

Position granted delegation of authority by the CEO. Refer to delegation database or contact Governance for copies or level of authority.

Decisions referred:

- 1) Unbudgeted initiatives and expenditure.
- 2)
- 3)
- 4)

Key issues/challenges:

- 1) Preparation of Annual Budgets, Long Term Financial Plan, Operational and Delivery Plan and Revenue Pricing Policy
- 2) Conduct quarterly budget reviews
- 3) Monthly forecast reports including analysis of employee costs and budget variances
- 4) Preparing accurate and meaningful cost reports
- 5) Providing management reporting support, accurate and timely financial information and service to the organisation

Key working relationships:

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| <ul style="list-style-type: none"> • CEO, Directors and Managers • Coordinators and staff across Council | <ul style="list-style-type: none"> • Mayor, Councillors, external stakeholders • |
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POSITION SPECIFICATION

This section needs to be addressed in any application for this position.

Addressing the essential and desirable selection criteria individually is highly recommended as it allows the selection committee to assess how you meet the criteria in a clear and concise way. Applicants who do not meet the essential criteria will not be considered.

ESSENTIAL CRITERIA
Qualifications/Licences • Completion of appropriate Degree Experience • Experience in the preparation of budgets for a medium to large organization • Experience with job or product costing • Demonstrated systems experience with report writing and strong spreadsheet skills in “excel” • Demonstrated Ability to communicate at all levels of Management • Staff supervision Knowledge and Skills • Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity • Thorough knowledge of the Local Government Act • Australian Accounting Standards • Budget formulation • Costing and Pricing principals
DESIRABLE CRITERIA
Qualifications/Licences/Experience/Knowledge and Skills • Previous Local Government Experience will be highly regarded • Continuing professional development • Strong Analytical Skills • Effective Communication Skills • Exposure to Local Government Industry • Exposure to Technology One Finance Software



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CORPORATE VALUES

This section does NOT need to be addressed in any application for this position.

You will be able to demonstrate the ability to use Liverpool City Council's Corporate Values as an integral component of your position within the organisation.

It is expected that every action you take, as a representative of Liverpool City Council will be underpinned by a commitment and belief in our Corporate Values.

Specific requirements are:

1. Value Staff

At Liverpool City Council we value staff by working to enable the recognition of staff performance, encouraging and supporting career development and providing continuous learning. We also recruit competent staff willing to adhere to our values while pro-actively retaining good staff.

2. Work Together

At Liverpool City Council we work together by contributing towards the team goals of the unit as identified in the work plans and assisting other team members through co-operative work ethics. We also actively help other units and staff across the organisation.

3. Respect People

At Liverpool City Council we respect people by encouraging an honest, courteous, ethical, fair and equitable workplace. Understanding cultural diversity issues and valuing the views of other people is also an important component.

4. Communicate Effectively

At Liverpool City Council we communicate effectively by providing open, accessible and honest communication with all stakeholders. We also ensure all stakeholders have necessary information at their disposal.

5. Show Leadership at all Levels

At Liverpool City Council we show leadership at all levels by being pro-active in our approach in providing excellent levels of internal and external customer service, leading by example and showing initiative and innovation.