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Management Accountant

Position Description



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you.



TITLE

Management Accountant

BAND

6 (\$72,318 to \$92,733)

LOCATION

Newhaven Head Office, Phillip Island

DEPARTMENT

Finance

DIVISION

Corporate & People

REPORTS TO

Manager Finance - CFO

DIRECT REPORTS

Nil

POSITION OBJECTIVE

The Management Accountant position provides specialist knowledge and support in Management accounting and is primarily responsible for the timely financial and statutory accounting requirements of the Corporation including accurate planning, reporting and analysis of financial results.

KEY RESPONSIBILITY AREAS

- Maintain and operate the General Ledger, including Subsidiary Ledgers, in accordance with the approved Chart of Accounts & relevant accounting standards.
- Review the reconciliation of general ledger accounts and routine monthly journals.
- Prepare monthly and quarterly finance reports & forecasts for management and the Board.
- Ensure compliance with statutory reporting requirements of the Corporation, including preparation and submission of the Fringe Benefits Tax Return, BAS Returns, Company Income Tax Return and Tax Compliance Framework applicable for the public sector agencies.
- Provide support to the Accounts Payable function when required.
- Contribute to the development of annual budgets, to meet the needs of the organisation's long term strategic corporate and business plans.
- Provide support, guidance and practical assistance to staff in controlling and managing financial and tax aspects of their operational and capital budgets.
- Assist the Manager Finance - CFO in the development and maintenance of financial and tax policies and procedures, consistent with the requirements of accounting standards and the Financial Management Compliance Framework (FMCF) governing public sector agencies.
- Drive efficiency and continuous improvement of financial and taxation recording and reporting processes and business systems.
- Identify improvement opportunities and actively participate in process improvement projects.

An underwater photograph showing several people swimming in clear, turquoise water. The scene is captured from an overhead perspective, with sunlight filtering through the water, creating a bright and airy atmosphere. The swimmers are silhouetted against the lighter water, and their movements are graceful and fluid. The overall mood is serene and refreshing.

Enjoy
a new
kind
of peak
hour.

REQUIREMENTS OF THE POSITION

Key Selection Criteria

Demonstrated experience in maintaining and operating financial accounts including General Ledger, Balance Sheet and Cash Flow

Demonstrated experience in preparation of financial reporting and forecasting at management and Board level.

Demonstrated knowledge of accounting standards as well as financial and tax policies.

The ability to undertake analytical reporting and development of annual budgets.

Qualifications and Experience

A Bachelor of accounting (or relevant) degree.

Significant experience in a financial / management accounting position.

Achieved or working towards full CPA / CA membership.

Experience within a public sector Government.

Management and Interpersonal Skills

Positions in this band typically involve the supervision of large numbers of employees or the supervision of tertiary qualified employees or employees with extensive experience.

Management skills are required to achieve objectives and goals, taking account of organisational and external constraints and opportunities.

Positions require the ability to persuade, convince or negotiate with clients, members of the public, other employees, tribunals and persons in other organisations in the pursuit and achievement of specific and set objectives. Employees at this level must be able to lead, motivate and develop other employees.

REQUIREMENTS OF THE POSITION

Accountability and the extent of authority

Positions in this band may manage resources and/or regulatory or specialist units and/or develop and interpret policy.

In positions where the prime responsibility is for resource management the freedom to act is governed by broad goals, policies and budgets with periodic reviews to ensure conformity with those goals and a reporting mechanism to ensure adherence to budgets. Decisions and actions taken in this band may have a substantial effect on the operational unit being managed or on the public perception of the wider Corporation.

In positions where the prime responsibility is to manage regulatory or specialist units, the freedom to act is governed by the goals and policies of the organisation and by statute and subordinate legislation. Decisions and actions taken at this level may have a substantial effect on the community or sections of it.

In positions where the prime responsibility is to develop policy options and strategic plans, the freedom to act is wide and limited only to the areas nominated by WPW or the corporate management. The advice and counsel provided by these positions is relied upon for guidance and part-justification for adopting particular policies the impact of which may be substantial upon the Corporation and/or the community.

Judgement and decision making

These positions generally involve both problem solving and policy development. Methods, procedures and processes are less well defined and Employees are expected to contribute to their development and adaptation. The work will typically require the identification and analysis of an unspecified range of options before a choice can be made.

Employees at this level will identify and develop policy options in their own functional area for consideration and choice by their Manager or by WPW.

Specialist knowledge and skills

These positions require proficiency in the application of theoretical or scientific approaches in the search for solutions to new problems and opportunities which may be outside the original field of specialisation by the employee.

An understanding is required of the long term goals of the wider organisation and of its values and aspirations and of the legal and socio-economic and political context in which it operates.

A sound knowledge of budgeting and relevant accounting and financial procedures is essential except for specialist positions where such knowledge may not be required.



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