

Position Description

Position Title:	Coordinator Management Accounting and Systems
Business Unit:	Financial Services
Department:	Finance and Information Technology
Directorate:	Corporate Services
Classification:	Band 8
Date:	August 2021
Reports to:	Manager Financial Services
Supervises:	Senior Accountant – Assets/Management Accounting Assistant Accountant System and Budgets Assistant Management Accountant
Internal Liaison:	<ul style="list-style-type: none"> • Council staff • Daily with all Finance staff members and the Manager Financial Services • Weekly and/or as required with Business Managers and staff in other Business Units to address any financial questions and to enhance their understanding of Financial Management issues. • Occasionally with the CEO or Executive Management Team (EMT) in response to requests for information.
External Liaison:	<ul style="list-style-type: none"> • Internal and external audit staff. • Government departments and agencies. • Software providers. • Financial institutions.

1. Position Objectives

The primary objectives of the position are to:

- Deliver high quality budgeting and management reporting functions with strong customer service and as per recognised industry best practice to enable Council to make informed decisions.
- Manage the activities of the Management Accounting team including leadership of staff, administration of relevant systems and formulation of procedures, to ensure the effective and efficient delivery of all management reporting functions.
- In conjunction with the Manager Financial Services, complete an Annual Review of Council's Long Term Financial Plan and prepare the draft Annual Budget for EMT and Council review.
- Manage and maintain accurate accounting information for Council's Fixed Assets.
- Continually review policies, procedures and practices of the Council's budgeting and reporting functions.

2. Key Responsibility Areas / Position Specific Responsibilities **Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees*

Main areas of responsibilities will include but is not limited to:

Budgeting and Financial Planning

- In conjunction with Manager Financial Services, prepare the draft Annual Budget for the review by EMT and Council in a detailed, professional, accurate and timely fashion.
- Assist in the annual review process of the Long Term Financial Plan including the ongoing management of the detailed financial model.
- Contribute to the preparation of the Financial Services Business Plan, including recommendations of action plans for the effective and quality delivery of financial services to the Council.
- Develop and review best practice benchmarks in Budgeting, Financial Planning and Reporting.
- Foster and lead a commitment to customer service excellence in relation to Financial Planning by providing training to managers and staff on Budgetary and Reporting issues.
- Ensure Council complies with legislative changes and other developments in the industry that would have an impact on the Council's Management Accounting and Reporting responsibilities.
- Provide advice on complex financial matters to EMT and Managers.

Management Accounting and Reporting

- Coordinate the preparation of a set of monthly Management Reports to EMT and Council by due dates, explaining any significant variances between actual and budget revenue and expenditure.
- Coordinate the monthly compilation of management comments on significant variances in their respective business units and activities.
- Coordinate a Mid-Year Budget Review of Council's Budget to highlight possible deviations from Budget and provide recommendations on corrective action.
- Conduct an annual Forecast process to estimate Council's financial position at financial year end.
- Align post Budget review reports to reflect revised Budgets (forecasts) as agreed with Council.
- Assist with preparation of year-end Financial Statements and note disclosures as related to Management Accounting and Budget variances.

Fixed Asset Accounting

- Ensure accurate accounting for Fixed Asset Acquisitions, Disposals, Depreciation, Impairment and Revaluations.
- Update and maintain the Fixed Asset Accounting Policy and Guidelines on an annual basis.
- Coordinate gathering of information for updating the valuation module of the Fixed Asset Register in the Assetic asset management system.
- Assist with preparation of year-end Financial Statements and note disclosures as related to Fixed Assets.

Financial Accounting and Audit

- Review and document details of grant agreements to determine correct accounting treatment as per Australian Accounting Standards.
- Liaise with the auditors for both audit and procedural requirements. Ensure internal and external audit recommendations agreed to by Council are implemented in accordance with the recommended timeframes.

Returns and Surveys

- Coordinate and prepare the annual Essential Services Commission return.

Planning, Policy and Systems Administration

- In conjunction with the Coordinator Financial Accounting manage Council's Chart of Accounts that drives the accounting, budgeting and reporting needs of Council.
- Administer the complex network of Reporting systems of Council to ensure that those systems are adequately geared to deliver flexible and responsive Reporting to Council.
- Liaise with the Council's Information Technology unit and contracted specialists to ensure the robust operation of all systems associated with Management Reporting.
- Maintain an awareness of current tools in Budgeting and Reporting to ensure that Council's Management Accounting and Reporting functions are efficiently delivered.
- Design and implement standard and ad hoc reports within systems to meet Reporting needs.

General Ledger Control Procedures

- Review and authorise journals prepared and posted by the Management Accounting and Fixed Asset teams.

Performance and Staff Development

- Undertake performance reviews and manage the development of Management Accounting team members as well as oversee performance reviews and development programs for these Officers.
- Identify the training needs of team members and implement agreed development programs.
- Monitor compliance with prescribed service levels and ensure agreed standards are achieved by the team within agreed timeframes with a focus on industry Best Practice and organisational requirements.
- Manage staff recruitment requirements and participate in recruitment and induction activities as required.

3. Overall Position Accountability and Authorities

The position is directly held responsible for:

- Assist the Manager Financial Services to manage the Finance Business Unit and related services across the broader organisation in the delivery of a comprehensive range of information and support to the municipality within legislative and corporate guidelines, agreed timeframes and service standards.
- Assist the Manager Financial Services to manage the Finance Business Unit within periodic professional and regulatory reviews to ensure conformity with broad Business Unit plans / goals and a reporting mechanism to ensure adherence to budgets.
- In managing this specialist unit, the freedom to act is governed by the goals and policies of the organisation and by statute and subordinate legislation, with decisions and actions taken by this position having a substantial effect on the operational unit being managed or on the public perception of the wider organisation. Decisions and actions taken at this level may also have a substantial effect on the community or sections of it.
- Under the direction and guidance of the Manager Financial Services, develop Strategic Policy options and Strategic Plans to address future finance requirements of the organisation and to develop and implement high quality, timely and accurate Financial Reporting to guide the Executive and Council in making decisions. The freedom to act in this regard is wide and limited only to the areas nominated by Employer or the corporate management.
- The advice and counsel provided by this position is relied upon for guidance and part-justification for adopting particular policies the impact of which may be substantial upon the organisation and/or the community.

4. Judgement and Decision-Making Skills

Judgement and decision making will be within the following scope:

- This position involves both problem solving and policy development to be undertaken simultaneously. Although methods, procedures and processes are less well defined this position is 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. The position is required to identify and develop policy options within the functional area for consideration and choice by the Manager Financial Services and/or Council.

Independently:

- Manage time and determine priorities, plan workflow of self and others and meet tight deadlines effectively.
- Carrying out reporting tasks in accordance with Council timetables.
- Evaluating and making improvements to financial planning and reporting procedures.
- Design of relevant reports to enhance the quality of financial reporting.
- Provision of specialised advice to Council's managers and budget officers on financial planning and related services/reporting matters.
- Provide training, guidance, advice, leadership and motivation to a team of management accountants and fixed asset officers.

Recommends to and receives input from the Manager Financial Services:

- Prepare the first drafts of the Long Term Financial Plan and Annual Budget documents for review.
- Develop and implement ongoing improvements to work systems, procedures and unit activities from an unspecified range of options.
- Provision of specialised advice to Council's managers and budget officers on financial planning and reporting matters.
- Evaluating and making improvements to financial planning and reporting procedures.
- Identifies and recommends individual and team development opportunities for the Management Accounting/Fixed Asset staff.
- Identify and develop policy options in the Finance Unit for consideration and choice by the Manager Financial Services.

Guidance

- Works under broad direction from the Manager Financial Services.
- All decisions are made within legislative guidelines.

5. Specialist Skills and Knowledge

The essential position requirements include:

- Extensive knowledge of Australian Accounting principles, Accounting Standards and Finance systems, including a thorough knowledge of the application of underlying principles of Budgeting and Financial Reporting.
- 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.
- Thorough knowledge of Local Government Legislative requirements, including a sound knowledge of internal budgeting and financial accounting control procedures pertaining to Council financial systems.
- A comprehensive understanding of budgeting and management reporting principles and practices, specifically pertaining to Council financial systems, including comprehensive computer literacy and exceptional spreadsheet skills with excellent attention to detail and highly developed analytical, investigative skills.
- 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.

6. Management and Interpersonal skills

The essential position requirements include:

- Advanced time management, organisational, financial and business planning skills in order to lead, motivate and develop a large number of employees including tertiary qualified employees, some with extensive relevant experience.
- Well-developed management skills are required to achieve broad Management Accounting objectives and goals, taking account of organisational and external constraints and opportunities. This includes leading, motivating and developing members of the Management Accounting function, including other tertiary qualified employees.
- Highly developed report writing skills as well as well-developed project management skills gained in a financial accounting setting, along with a demonstrated capability in continuous improvement contributing to efficiencies and quality of service.
- Demonstrated ability to work effectively in a team and independently, particularly the ability to gain cooperation and assistance of key stakeholders and staff to resolve intra-organisational problems and counterparts in external agencies to resolve specialist problems.
- Demonstrated advanced written and verbal communication skills to engage with a wide range of internal stakeholders across different levels of the organisation hierarchy and with a wide range of external stakeholders to achieve broad Management Accounting objectives regardless of their levels of technical / accounting knowledge.
- With guidance from the Manager Financial Services persuade, convince or negotiate with clients, members of the public, other employees, statutory authorities, tribunals and persons in other organisations in the pursuit and achievement of specific and set financial accounting objectives.

7. Qualifications and Experience (Key Selection Criteria)

Selection of the most suitable applicant will be based on the following:

- Relevant tertiary qualification in Accounting, Commerce, Economics or Business Studies as well as substantial demonstrated experience and skills coordinating a team of staff delivering management accounting services as well as membership of CPA or CA (where deemed appropriate lesser formal qualifications together with extensive and diverse experience may also be considered).
- Demonstrated extensive experience, achievement and innovation coordinating a Management Accounting team, including a sound understanding of Accounting principles, Accounting Standards and Financial systems.
- A sound knowledge of the Local Government Act and other relevant legislative provisions with substantial specific knowledge of the budgeting and financial reporting requirements contained therein.
- Demonstrated excellent attention to detail and highly developed analytical, investigative and negotiation skills.
- Advanced written and verbal communication skills engaging with a wide range of internal and external stakeholders, regardless of their technical / accounting knowledge, in order to achieve the objectives of a Management Accounting team.
- Comprehensive computer literacy including exceptional spreadsheet skills.
- A satisfactory (and ongoing) Police Check supplied prior to offer of employment and commencement.

Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

Prepared by:

Name:	Kirsten Geri	Signature:	
Date:	August 2021		

Manager:

Name:	Kirsten Geri	Signature:	
Date:	August 2021		

Director:

Name:	Michelle Hansen	Signature:	
Date:	August 2021		

Position Occupant:

Name:		Signature:	
Date:			

Inherent Physical / Cognitive Requirements of the position

Not specific to this role (the position does not require more than 10-15% manual handling. A Task Analysis to identify detailed Physical Requirements of the role is not required).

Authorised by: Name

Signature

Date ___/___/___

Cognitive Demand	Yes	No
Regular communication with team/work mates	✓	
Regular communication with others	✓	
Verbal instruction and supervision of others	✓	
High concentration	✓	
Planning and problem solving	✓	
Job/task organisation	✓	
Short-term memory	✓	
Long-term memory	✓	

Position Description

APPENDIX 1

Additional Key Responsibility Areas / Position Specific Responsibilities for all employees

Business Unit Responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.
- Make an ongoing, positive contribution to the Directorate.

Change Management

- Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- In accordance with the responsibilities of your role, positively support Council's response to the climate emergency by helping facilitate a whole-of-organisation approach where climate change mitigation and adaptation is embedded into all Council services, assets, operational and decision-making processes.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and return to work (RTW) policies, procedures, training programs and perform other duties as directed within the limits of acquired skills, knowledge and training.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.