

**Job Title & Position Number:** Senior Management Accountant/Analyst (Ref: 556)

**Level:** 10

**Line Manager:** Chief Financial Officer

**Direct Reports:** Treasury Officer x 2

**Location:** Civic Centre

**Date Reviewed:** July 2020

## 1. Job Purpose

The Senior Management Accountant/Analyst provides leadership and support to the Treasury team and is accountable for the delivery of services related to annual budgets and reviews, management accounting and reporting and financial systems and planning.

## 2. Organisational Context

The position of Senior Management Accountant/Analyst is part of the Treasury and Finance branch within the Corporate and Commercial Services Department. In total, six (6) branches report to the Corporate and Commercial Services Director. Other branches include Corporate Compliance & Safety, Economic Development, Geraldton Airport, ICT Services and Organisational Development.

## 3. Key Accountabilities

### Budget Processes

- Prepare the annual budget, including the statutory document and fees & charges schedule, ensuring compliance with standards, regulations and policies
- Undertake budget reviews in consultation with Managers and Directors
- Support with the development of the City's ten year long term financial plan and other strategic forecasting and models as required by the business to ensure progressive financial accounting and financial sustainability for the City

### Financial Management and Reporting

- Prepare Council's Monthly Financial Report and Agenda Item, ensuring compliance with standards, regulations and policies

- Prepare the City's Annual Report in consultation with Managers and Directors, ensuring compliance with standards, regulations and policies
- Provide support and assistance to the Financial Accountant in the preparation of the annual financial report
- Actively assist in the delivery of value-added financial management in line with business objectives and requirements.
- Ensure data integrity and appropriate management/analysis of the financial accounting system in order to provide accurate and reliable information for decision making.
- Assist with the provision of both cross-organisational and project specific financial information and support, responding to queries and reviewing general ledger transactions and variances with Managers
- Provide up to date financial and management reports as requested.
- Provide specialist accounting advice and leadership to the wider Finance & Treasury team with a commitment to multi-skilling and providing support.
- Develop and manage costing methodologies for allocations and overheads.
- Identify process improvement opportunities, provide recommendations, implement as directed.

#### Financial Systems Development

- Maintain and continually improve existing sub-systems and assist with the implementation tracking and reporting mechanisms linked to both statutory and organisational requirements.
- Liaise with the city's accounting software providers in relation to technical issues and development.
- Actively participate in project to replace the City's ERP and supporting information systems.
- In conjunction with the ERP project, provide advice on the development and implementation of a new COA

#### Integrated Planning

- Assist the Chief Financial Officer in the development, delivery and review of the City's integrated planning that includes the City's Strategic Community Plan, Corporate Business Plan and Long Term Financial Plan.

#### Other

- 2IC to the Chief Financial Officer, providing comprehensive support as required.

- Analyse and monitor cash reserves, investments and loan profiles.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

#### 4. Corporate Accountabilities

- **Human Resource Management & Leadership** – Participates in performance management processes; participates in L&D activities including induction, recruitment, and succession planning.
- **OH&S** – Ensure duty of care compliant with OH&S legislation and follow all safety and injury management processes appropriately, including reporting injuries, accidents and near misses.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the City’s Code of Conduct and all City policies.
- **Records Management** - Ensures all documents are recorded in accordance with the City’s Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the City’s strategic objectives as required.
- **Values** - create a positive working environment while upholding the City’s STARS:

<p><b>SERVICE</b></p> <ul style="list-style-type: none"> <li>• <i>We will make customers the focus of everything we do.</i></li> <li>• <i>Our service will be fair, flexible, innovative and reliable.</i></li> <li>• <i>We will show genuine concern for customers.</i></li> </ul>
<p><b>TRUST</b></p> <ul style="list-style-type: none"> <li>• <i>We will trust the foundation of all relationships.</i></li> <li>• <i>We will rely and depend on each other.</i></li> <li>• <i>Our communications will be open and genuine.</i></li> </ul>
<p><b>ACCOUNTABILITY</b></p> <ul style="list-style-type: none"> <li>• <i>We will honour our commitments.</i></li> <li>• <i>We will take responsibility for our own actions.</i></li> <li>• <i>We won’t blame others.</i></li> </ul>
<p><b>RESPECT</b></p> <ul style="list-style-type: none"> <li>• <i>We will treat others like we would like to be treated.</i></li> <li>• <i>We will listen before we talk.</i></li> </ul>

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| <ul style="list-style-type: none"><li>• <i>We will seek and value the contributions of others.</i></li></ul>   |
| <b>SOLIDARITY</b> <ul style="list-style-type: none"><li>• <i>We will be united in our decisions.</i></li><li>• <i>We will be united in our actions.</i></li><li>• <i>Our strengths will come from interdependence.</i></li></ul> |



## 5. Selection Criteria

**All criteria essential unless otherwise stated.**

### Qualifications and Experience

- Degree in Accounting, Finance or Commerce with membership or ability to gain membership of a recognised professional body of accountants (CA or CPA) or lesser qualification with significant experience.
- Advanced Diploma of Leadership and Management.
- C Class Driver's Licence.
- Comprehensive experience with accounting processes including budget preparation, financial and management reporting and evaluating and improving financial processes.
- At least 5 years' experience with financial systems.

### Knowledge and Skills

- Comprehensive and up to date knowledge and understanding of Australia Accounting Standards.
- Detailed knowledge of whole of organisation operational and project activities, computer based financial systems and best practice customer service skills.
- Comprehensive skills in undertaking key accounting and/or finance functions within a medium to large operation and ability to provide financial advice to managers and supervisors.
- Demonstrated experience in a similar role including budget development and management.
- Comprehensive ability to undertake financial analysis of business unit operations and to recommend improvements to financial practices.
- Comprehensive understanding of local government accounting and contemporary financial management. Detailed knowledge of local government statutory regulations, policies, practice & procedures (desirable).
- Ability to work well as part of a team and independently.
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles.