



Management Accountant Position Description

Incumbent:	VACANT
Position Number:	
Directorate:	Finance
Team:	Finance
Position Status:	Full Time
Classification:	Contract
Current Level:	Fixed Term Contract
Reports to:	Chief Financial Officer
Accountable for:	Nil
Located	Ilfracombe
Revised:	June 2022

Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking



Position Objective

The role of the Management Accountant is to support Council in achieving financial sustainability and a high level of financial performance. This is achieved by maintaining Council's fixed asset register and providing timely and insightful reports, analysis and forecasts.

Position Responsibilities

- Maintain the fixed asset register in accordance with Council's policies and management directives.
- Ensure that items posted to the Work In Progress (WIP) account are capitalised and added to the fixed asset register on a regular basis.
- Process asset depreciation journals on a monthly basis in line with the month end close procedures.
- On a monthly basis reconcile all fixed asset and WIP general ledger accounts in line with the month end close procedures.
- Assist the Chief Financial Officer in the annual asset valuation process.
- Provide information of Council's assets to asset owners and managers to support their decision making.
- Assist the Chief Financial Officer in the annual audit of fixed asset data.
- Provide analysis and reports to support Council decision making as required.
- Create and maintain short and long term financial forecasts.
- Assist the Chief Financial Officer and Finance Manager in the preparation of the annual budget and conducting quarterly budget reviews.
- Assist the Chief Financial Officer and Finance Manager in the preparation and audit of Council's annual financial statements.
- Other such relevant duties/tasks as required which would generally fall within the scope of this position as directed by the accountable supervisor and/or Chief Executive Officer.

Position Requirements

Skills

- Able to demonstrate a commitment to Council's core values through personal action.
- Good communication skills with the ability to present ideas and advice at all levels of Council.
- Able to gain respect and create good working relationships across all levels of Council. To become a trusted business partner.
- Good attention to detail and a commitment to high quality work.
- Able to take initiative in improving processes to make them more efficient and effective.
- Able to understand how data is captured in the financial accounting systems and extracted to create reports.
- Able to learn and master new IT applications.
- High level of problem solving skills, resourcefulness and attention to detail.
- Excellent time management, organisation and planning skills with an ability to prioritise and manage own time and meet critical timeframes.

Knowledge

- A thorough understanding of how to maintain a safe working environment.
- Sound knowledge of accounting concepts, principals and standards.

Required Experience/Qualifications

- Tertiary Qualifications in Accounting.
- Demonstrated experience in managing financial reporting systems and Microsoft Office products.
- Experience in the preparation and reconciliation of accounting information, financial statements, management reports and audit work papers.
- Class C Drivers Licence.

Desirable Experience/Qualifications

- CPA or CA membership is highly desirable.
- Experience in SynergySoft is highly desirable.

Delegations and Authorisations

Nil.

Physical Requirements

Physical Demand Category

- Sedentary Work
- Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

Audio-Visual Demands

- Depth Perception Colour Discrimination Peripheral Vision Hearing

Specific Actions Required

This job may include:

- | Standing/Walking | Sitting | Driving |
|--|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None |
| <input checked="" type="checkbox"/> Occasional | <input type="checkbox"/> Occasional | <input checked="" type="checkbox"/> Occasional |
| <input type="checkbox"/> 1-4 Hours | <input type="checkbox"/> 1-4 Hours | <input type="checkbox"/> 1-4 Hours |
| <input type="checkbox"/> 4-6 Hours | <input type="checkbox"/> 4-6 Hours | <input type="checkbox"/> 4-6 Hours |
| <input type="checkbox"/> 6-8 Hours | <input checked="" type="checkbox"/> 6-8 Hours | <input type="checkbox"/> 6-8 Hours |

Work Environment

Attribute	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Repetitive Motions

- Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity Foot Movement

This Job Will Require

- | Manoeuvre | Frequent | Occasional | None |
|-----------|--------------------------|-------------------------------------|-------------------------------------|
| Bending | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Squatting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Climbing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Twisting | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reaching | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
- Plant operation with maximum seat rating of 150kg.



Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC- SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees.

Your responsibilities include:

1. To comply with instructions given for WH&S at a workplace by the employer;
2. Comply with the Health and safety duties and Duty of Care requirements as specified within the Work Health and Safety Act 2011 Part 2.
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the LRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;
9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
12. To report hazards and risks in accordance with WH&S procedures;
13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
16. Report any concerns for WH&S to your Supervisor.



Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	David Wilson, Chief Financial Officer
Signature:	
Date:	
Present Incumbent:	VACANT
Signature:	
Date:	