

POSITION: SENIOR MANAGEMENT ACCOUNTANT

REPORTS TO: MANAGER, FINANCIAL REPORTING

ACCOUNTABLE TO: EXECUTIVE MANAGER, FINANCE

GROUP: FINANCE

DATE REVISED: OCTOBER 2024

ROLE CHARTER

This role charter describes the accountabilities and duties of the position of Senior Management Accountant, Maitland City Council. The role will evolve and change over time, in line with the changing strategic and operational requirements and outcomes of the organisation.

Council has a set of Guiding Principles that assist staff to understand the behaviours that are expected to create an organisational culture that helps our customers and people thrive.

OUR GUIDING PRINCIPLES ARE:



MAKE THINGS EASY

Do the hard work to make things intuitive for me.



BE WELCOMING

Care for me as a person, not a task or a number.



BE OPEN MINDED

Listen to me and work with me to find solutions.



LOOK OUT FOR ME

Thoughtfully anticipate what will make my days go smoother.



KEEP YOUR PROMISES

Follow through on your commitments to me.

PRIMARY PURPOSE

To oversee the day-to-day work and functioning of the team and to work in partnership with others to achieve annual goals, programs and projects of the department.

Supervise the coordination of budgeting process and preparing various management reports on a monthly, quarterly and annual basis.

LEADERSHIP

Maitland City Council's leaders are people of honesty and integrity, with a genuine desire to deliver outcomes for our community.

The leader is committed to engaging with employees, providing superior customer service and creating value for stakeholders. To fulfil this role, the leader will:

- Actively model and champion Council's Guiding Principles
- Actively participate in open and genuine discussion, collaborating and partnering within the team and across the group's departments to capitalise on existing and emerging knowledge and experience
- Hold both self and others accountable for their decisions, actions, behaviours and outcomes
- Motivate, inspire and support the team to develop the confidence and capability to realise their full potential
- Be an active and visible presence across the organisation

MANAGEMENT

Maitland City Council's leaders are accountable for ensuring that all administrative activities, resources, systems and processes support staff in delivering efficient and effective service. The leader will:

Manage people

- Supervise, support and coach staff in undertaking the work and projects of the team
- Monitor team workloads to ensure a balanced approach to service delivery and employee wellbeing
- Contribute to a positive employment relationship
- Champion a safe and healthy workplace and fair and equitable work practices
- Demonstrate effective communication, problem solving and interpersonal skills

Manage operations

- Support the Coordinator and the team in the effective delivery of Council's services
- Oversee and implement actions and tasks as identified in the Operational Plan
- Supervise the daily operations of the team within identified budgets, delegations and administrative processes
- Inform and participate in annual planning budgeting and reporting processes for the section
- Implement procedures and other tools that support implementation of adopted strategies and policies
- Provide timely and accurate information to the manager
- Administer and comply with the organisations policies and procedures
- Administer and undertake training and development

Manage relationships



- Act as the primary link between the Manager and the staff of the Team
- Participate in nominated cross organisational teams
- Establish and maintain productive relationships

Manage performance

- Have input into business plans for the section for integration with Council's Strategic Planning
- Monitor and report on team performance
- Identify opportunities for employee development and performance improvement within the Council's workforce development framework
- Focus on the continuous improvement

CORE ACCOUNTABILITIES

In addition to fulfilling the core leadership and management accountabilities described above, the Senior Management Accountant is also accountable to:

1. Liaising with Managers to assist them in preparing their management information reporting systems.
2. Collating information from the operating divisions and consolidating into various management reports, mostly on a monthly, quarterly and annual basis.
3. Assisting Managers to evaluate and integrate the information they receive.
4. Liaising with the Finance Business Partners and Senior Corporate Accountant to ensure the maintenance of a common information base.
5. Preparing longer term management forecasts and plans, relying on the interpretation of projected trends and economic predictions.

To undertake any other duties, projects or tasks as directed by the Manager which are within the employee's skills, competence and training.

To behave in alignment with Council's Guiding Principles, comply with the organisations policies and procedures and undertake training and development.

ESSENTIAL CRITERIA

1. Degree qualifications in Commerce, Business or related discipline or significant contemporary experience in a relevant field, coupled with extensive profession-specific training/education.
3. Demonstrated ability to analyse and communicate financial information to a range of stakeholders
4. Demonstrated, solid project management skills, with the ability to manage competing priorities to meet required deadlines.
5. Demonstrated experience in various accounting systems with experience in project managing system and process improvements.
6. Demonstrated experience and ability to lead, coach and support staff to achieve work targets and ensure high quality provision of services to internal and external stakeholders.



7. Superior analytical and conceptual skills, with a proven ability to analyse financial data and prepare meaningful reports for sound decision-making.
8. Highly developed numeracy, verbal, and written communication skills (including business report writing) with a high level of attention to detail and accuracy.
9. Demonstrated interpersonal skills including collaboration, problem solving and conflict resolution.

DESIRABLE CRITERIA

1. Certificate IV in Leadership and Management.
2. Qualifications in, near completion of, or eligible to complete CPA and/or CA.
3. Knowledge of the Local Government Code of Accounting Practice and Financial Reporting.

Date:

Agreed:

Employee Name

Employee signature

