



Position Description Management Accountant (Finance Business Partner)

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

The City of Port Phillip is a committed Child Safe organisation and has zero tolerance for child abuse. Every child and young person accessing City of Port Phillip has the right to feel and be safe. All City of Port Phillip Councillors, employees, volunteers, contractors and community representatives have a responsibility to understand and activate their role in preventing, detecting, responding and reporting any suspicions of child abuse to the relevant authorities, and maintaining a child safe culture.

POSITION TITLE: Management Accountant/ Finance Business Partner

AWARD CLASSIFICATION: Band 7

DEPARTMENT: Finance

DIVISION: Customer and Corporate Services

DATE APPROVED: May 2019

APPROVED BY: Dennis O'Keeffe

ORGANISATIONAL RELATIONSHIPS:

REPORTS TO: Senior Management Accountant/ Finance Business Partner

SUPERVISES: Nil

INTERNAL LIAISONS: All relevant staff within the organisation including General Managers, Managers, Coordinators, staff.

EXTERNAL LIAISONS: FinPro, Local Government Councils, Government Authorities, Public.

POSITION OBJECTIVES

- Exercise personal judgment within agreed standards to respond to an information request as soon as possible and to encourage/support other staff to do the same.



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- To work closely with relevant divisional staff to provide financial assistance and advice on the development and regular reporting of budgets/forecasts, key performance indicators, business cases, financial performance responsibilities and process improvements in accordance with financial policies.
- To act as the key point of contact for finance related activity, including timely and accurate reporting and analysis, insight and advice to assist with decision making.

KEY RESPONSIBILITY AND DUTIES

- Act as the key point of contact for finance related activity. This includes building a good rapport with relevant staff and understanding of key financial policies and procedures.
- Support to the Executive Management Team, Managers, Coordinators and Team Leaders for the development of their annual budget and resource allocation plan (in the agreed format).
- Responsible for the accuracy of financial data in the Financial Management Information System including but not limited to budgets, forecasts, actuals, phasing/seasonalisation, and journal adjustments where needed.
- Preparation of accurate and timely financial reports and information for decision making including but not limited to monthly financial reports and variances, acquittals and returns, contract pricing reviews, and project portfolio reporting.
- Collect, analyse, monitor, interpret data and information, and make recommendations to ensure key financial outcomes and process improvements are achieved.
- Ensure compliance with corporate financial control requirements to assist with the delivery of effective financial control, financial risks mitigation and budgeting.
- Provide regular and ad hoc training on financial related activities including but not limited to financial management and relevant system training (e.g. budgeting module)
- Provide expertise and advice relating to the analysis and interpretation of business performance ensuring strong management accounting emphasis.
- Provide expertise and advice relating to process improvements as a result of internal Divisional audits.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- This position is accountable to the Senior Management Accountant, the Coordinator of Management Accounting & Financial Analysis, the Chief Financial Officer and the Executive Management Team for the provision of financial and management accounting business support.
- The position provides significant financial support in the preparation of group budgets.
- The nature of the work is specialised, however the procedures and processes are generally already established.
- The incumbent of the position will hold considerable autonomy in managing time, setting priorities and planning and managing work, however guidance and advice is usually available.
- Decisions and advice provided will be within the limits of Council policy.



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JUDGMENT AND DECISION MAKING

- Work closely with relevant divisional staff to ensure a clear understanding of financial impact to the organisation as a result of recommendation and decisions.
- Problem solving in new situation may be required but working closely with peers, team leader, Coordinator, CFO and other relevant staff based on effective analysis, research and finance policies.
- Guidance is not always available within the organisation.

SPECIALIST SKILLS AND KNOWLEDGE

- Experience in Management Accounting/ Business Partnering role
- Demonstrated understanding of quality management principles, processes and procedures.
- Strong financial analytical skills.
- Demonstrated knowledge and experience with budgeting, forecasting and relevant accounting & financial procedures
- Demonstrated understanding of Financial Management Information system skills and knowledge specific to the role.
- Sound knowledge of spreadsheet and data analysis.
- Ability to prepare, analyse and interpret financial and accounting reports.

MANAGEMENT SKILLS

- Ability to manage own time, plan & organise own work under limited direction and exercise a degree of autonomy on complex or unusual matters
- Work effectively in a team and contribute to team goals and objectives.
- The position requires an understanding of EEO, OH&S, and other applicable Council policies and procedures.
- Skills to achieve objective despite conflicting pressures.

COMPLIANCE

- Ensure that you are familiar with and abide with, the City of Port Phillip Employee Code of Conduct, applicable legislation and Council's policies and procedures.

INTERPERSONAL SKILLS

- Highly developed interpersonal and relationship management skills, with the ability to build and cultivate effective partnerships with a diverse range of stakeholders.
- Strong written and verbal communication and presentation skills, with the ability to effectively convey messages and explain technical financial data to non-finance audiences.



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QUALIFICATIONS AND EXPERIENCE

- **Academic:** An appropriate tertiary qualification in accounting or related area. Ideally hold or working towards CPA qualification.
- **Experience:** Several years relevant experience in Management Accounting required.

KEY SELECTION CRITERIA

- An appropriate tertiary qualification in accounting or a related area.
- Experience in business and financial analysis, budget formulation and monitoring processes.
- Experience in financial process review and audit / reconciliation desirable
- Excellent communication and ability to motivate and liaise with others.
- Demonstrated ability to respond to customer service issues and propose improvements.
- Proven ability to work effectively in a team environment.
- Ability to exercise personal judgement within agreed standards to respond to a request on the same day it is received.
- Ability to actively provide and promote service culture through personal leadership.
- Computer skills: intermediate word processing, advance excel spreadsheets and database packages, and solid experience in Enterprise Resource Package or Financial Management Information System.