

POSITION DESCRIPTION

POSITION TITLE	Coordinator Management Accountant
DIRECTORATE - SECTION	Asset Services – Financial Services
LEVEL - EBA	9 - Salaried
RESPONSIBLE TO	Manager Financial Services

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

- SERVICE** Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
- PROFESSIONALISM** Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
- QUALITY** Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

Provide management accounting skills, in conjunction with the Manager Financial Services, to support the operations of the City of Kalamunda. This includes the co-ordination and timely completion of the City's Annual Budget, Budget reviews and long-term Financial Plan, management reports of the monthly operating results and reporting on the capital works program. The Management Accountant is required to have strong interpersonal skills and the flexibility to manage time effectively. Additional responsibilities include supervision of staff in the management reporting and revenue streams.

KEY RESULT AREAS

COMMUNICATION AND CUSTOMER SERVICE

- Fostering and maintaining strategic partnerships and networks, particularly in relation to the City's Operational Areas.
- Foster a culture of innovation and excellence through continual team improvement.
- Ensuring consistently high standards of customer service is delivered both internally and externally.

STRATEGIC AND OPERATIONAL PLANNING

- Ensure compliance with all applicable legislation, policies and procedures.
- Monitoring and achieving performance indicators
- Contribute to the effective strategic and operational planning by offering innovative suggestions to the immediate supervisor as may be appropriate.
- Administration and compiling reports, agendas and business correspondence
- Prioritise and work in a timely manner to achieve outcomes.
- Be a Subject Matter Expert as part of any financial system investigation and implementations.
- Collaborate with the Coordinator Financial Services on end of the year tasks.
- Ad hoc tasks as determined by Manager Financial Services

COMMUNITY ENGAGEMENT

- Develop and implement suitable community engagement processes for the various Capital Works programs balancing the need for timely delivery of works and the objectives of maintaining positive community relationships.
- Where required, represent the City on various working groups, forums, committees and the like in a professional, courteous and authoritative manner
- Ensure that the Asset Delivery Team consistently lives the values of the City in its dealings with the community.

BUDGETING

- Contribute strongly to the preparation of the City's Annual Budget to a challenging timetable complying with current statutory requirements and applicable Accounting Standards.
- Actively promote the budget process and develop means of ensuring its effectiveness encouraging ownership and participation at the unit level.
- Continually improve the budget review process, developing an accurate model to deliver timely and meaningful operating and capital forecasts.
- Prepare overhead and on-costings.
- Ensure timely completion of the Annual Budget and Budget Reviews.

ANALYSIS AND REPORTING

- Analyse financial information to identify trends and provide insight for managers and directors.
- Ensure timely completion of the monthly management reports.
- Contribute to developing and improving the management information reporting structure and process.
- Ensure timely completion of the Long-Term Financial Plan.

STAFF SUPERVISION

- Supervise and provide leadership to direct reports.
- Assess training needs and manage expectations of staff under supervision.
- Coach, motivate and manage staff performance, including annual reviews and goal setting.
- Promote a multiskilling environment.

TEAM MEMBERSHIP

- Creates a positive team environment, identifying opportunities to collaborate, problem solve and improve service delivery.
- Supports the team to create a safe working environment and proactively identifies and reports safety hazards and improvements.

WORKPLACE HEALTH AND SAFETY

- As an officer of a PCBU (Person Conducting a Business or Undertaking), you must exercise due diligence to ensure the City complies with its health and safety duties.
- Due diligence includes keeping up to date knowledge on WHS matters, understanding the nature and operations of the work and any associated hazards.
- Ensure the City has and uses appropriate resources and processes to eliminate or minimise risks including both physical and psychological.
- Ensure the City has appropriate processes for work-related incidents, hazards and risks and to respond in a timely manner.
- Complies with the duties and obligations in reporting notifiable incidents, consulting with workers and complying with lawful instructions.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

- Tertiary qualification or relevant professional membership is essential.
- Provision of a current Police clearance.

SELECTION CRITERIA

1. Demonstrates significant experience in the preparation of a budget to a challenging timetable complying with current statutory requirements and applicable Accounting Standards
2. Well-developed analytical skills, including using data to develop managerial reports and recommendations.
3. Demonstrates the ability to deliver quality customer service with a proactive and positive communication style.
4. Tertiary qualification or relevant professional membership is essential.
5. Experience in leading a small team is desirable.
6. Knowledge of the Local Government Act 1995 and its associated Financial Management Regulations is desirable.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Ability to use computers to read, analyse and produce written materials
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

Note: Applicants who do not hold the above licence may still be considered dependent upon their demonstration that this will not adversely affect their ability to undertake the duties of this position, or adversely impact upon co-workers.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY:

DATE PD REVIEWED/APPROVED: 10 October 2023
