

MANAGEMENT ACCOUNTANT POSITION DESCRIPTION

Position Title	Management Accountant
Directorate	Corporate Services
Department	Financial Services
Position No.	41,020.00
Classification	Level Five (5) – Level Seven (7)
Awards Stream	Queensland Local Government Industry (Stream A) Award - State 2017
Reports To	Manager Accounting Services
Last Review Date	July 2026

ORGANISATION SUMMARY:

OUR VISION:	Helping to energise the world. A region that feeds, powers and builds communities, now and for the future.
OUR GOAL:	To pursue long-term sustainable futures for Isaac's communities.
OUR VALUES:	Community Focus Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The Financial Services department ensures an integrated approach to internal organisational services across the organisation. The Financial Services department is responsible for budget and statutory reporting, payroll, rates, financial assets, accounts payable, accounts receivable and accounting functions incorporating all operations of Council.

POSITION SUMMARY:

Reporting to the Manager Accounting Services, the Management Accounting position is responsible for providing a range of management accounting support to the wider Financial Services department, general administration and assistance as per team requirements. The position may also include assisting in payroll and assets, if and as required.

DUTIES:

Position Accountabilities and Performance Objectives

1. Support the Finance Department with general administrative functions and the day-to-day operations of management accounting support.
2. Provide backup support to the Financial Services team when required, including managing internal customer relations, payroll and assets.
3. Prepare, process and review journals across a range of operational and departmental areas, including internal transfers, suspense allocations, prepayments, recoveries, internal revenue charges and cost reallocations.
4. Undertake reconciliations and account reviews, including bank statement and reconciliation preparation, individual trust account reconciliations and balance sheet general ledger reconciliations.
5. Support statutory, audit and compliance requirements through preparation of supporting documentation, annual returns, reconciliations and other financial reporting inputs.
6. Provide financial administration support including AP payment run checking, banking approvals, petty cash and cash drawer custodian forms, and processing of internal fee and charge journals.
7. Liaise with internal departments to obtain information, confirm coding, resolve allocation issues and support the timely completion of month-end and year-end accounting processes.
8. Contribute to the facilitation of positive outcomes by providing high level customer service, fostering and maintaining deep, respectful, collaborative relationships with team members and stakeholders both internally and externally;
9. Perform all duties in a professional and ethical manner, participate in teamwork, maintain and develop ongoing personal standards and competence, effectively manage own personal work priorities and promote Council's values;
10. Apply a self-motivated and collaborative approach to resolving or finding solutions to matters or issues which present, and which are not specifically listed as accountabilities; and
11. Undertake any other duties, projects or service or development activities as reasonably directed within the scope of the employee's skills, competence and training.

KEY COMPETENCIES:

Essential Knowledge and Skills

1. Demonstrated financial management and accountancy skills are essential.
2. Strong analytical approach to problem solving and ability to demonstrate initiative.
3. High level interpersonal, negotiation, written and verbal communication skills are essential.
4. High level in the Microsoft Office suite, particularly Excel, Word and outlook, is required.
5. Strong ability to interpret, relevant State and Local Government Legislation & Regulations and Australian Accounting Standards.
6. Demonstrated knowledge of accounting systems in a similar or larger size organisation is essential.
7. Ability to work independently or as part of a team on complex projects.

Experience

1. Experience within a Local Government Environment would be highly regarded.
2. Experience with Technology One Enterprise Suite would be highly regarded.

Qualifications

Mandatory – this role requires the possession of:

1. C Class Open Queensland Drivers Licence.
2. Tertiary qualifications in accounting, business or related field.
3. Demonstrated experience (2+ years) in a similar position.
4. Ability to pass a pre-employment functional assessment and/or behavioural testing.

DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		