

Position

Management Accountant

Position	Management Accountant
Work Location	23 West Street, Administration Building
Directorate	Corporate Services
Section	Finance
Reports to	Manager, Finance
Annual Salary Band	\$101,900.98 - \$105,929.20
Classification	Level 5 Administrative, <i>Queensland Local Government Industry (Stream A) Award – State 2017</i> and Mount Isa City Council Certified Agreement 2024
Engagement Type	Full-Time, Ongoing

POSITION OBJECTIVE

To oversee and participate in the provision of Council's financial services functions through the accurate processing of accounting transactions, and other related duties within legislative and Council timeframes. To work closely with and provide direct, high-level support to the Manager Corporate and Financial Services in delivering Council's management accounting, budgeting, financial reporting and financial-governance functions. The position provides analysis and advice for operational and strategic decision-making; coordinates budgets, forecasts, monthly management reporting, long-term financial planning and financial modelling; maintains the integrity of the general ledger, job-costing and asset-accounting information; and assists the Finance Manager with annual financial statements, statutory returns, audit readiness and priority finance initiatives. The role works collaboratively with the Finance Coordinator and Senior Finance Officer, while remaining accountable for the higher-level analysis, reconciliations, reporting and advisory duties assigned to the Management Accountant.

POSITION REQUIREMENTS

- Tertiary qualification in accounting, commerce, finance or a closely related discipline is essential;
- Current CPA Australia or Chartered Accountants Australia and New Zealand membership, or demonstrated progress toward a recognised professional accounting qualification, is highly desirable;
- Relevant post-qualification experience in local government or another complex, regulated environment is highly desirable;
- Current Queensland 'C' class driver licence, or ability to obtain one before commencing in the role.
- Demonstrated experience coordinating annual and revised budgets, rolling forecasts and long-term financial forecasts in a complex, multi-service organisation;
- Strong business partnering capability, including the ability to translate financial information into practical advice for operational managers and senior leaders;
- Experience with asset accounting, capital project reporting, work in progress, asset revaluations and reconciliation of subsidiary records to the general ledger;

- Demonstrated experience with contract asset and contract liability accounting, including revenue recognition, reconciliations, supporting schedules and financial-statement disclosures under applicable Australian Accounting Standards;
- Advanced spreadsheet and financial systems skills, with the ability to improve reporting, controls, data quality and process efficiency;
- Highly developed analytical, problem-solving, communication, stakeholder-management and time-management skills, with strong attention to detail and the ability to meet statutory deadlines.
- Experience preparing management reports, variance and trend analysis, financial models, business cases and decision-support analysis;
- Working knowledge of Australian Accounting Standards, Queensland local government financial reporting obligations and contemporary financial governance practices;

KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

- Assist the Finance Manager to coordinate Council's annual operational and capital budget, quarterly budget reviews, rolling forecasts and long-term financial forecast in consultation with budget owners;
- Prepare accurate and timely monthly management reports, including variance, trend, driver and forecast analysis, and communicate material risks and opportunities;
- Partner with managers to improve financial literacy, strengthen accountability for budgets and forecasts, and support evidence-based operational and strategic decisions;
- Develop and maintain financial models, project and service costing methodologies, business-case analysis, key performance measures and decision-support tools;
- Directly assist the Finance Manager with preparation of the annual financial statements, statutory returns, grant acquittals, audit working papers and responses to internal and external audit matters;
- Maintain general-ledger and chart-of-accounts integrity through reconciliations, review of journals, cost allocations, internal recoveries and timely resolution of anomalies;
- Coordinate management-accounting inputs to asset management, including capital program reporting, work in progress, capitalisation, disposals, revaluations, depreciation and reconciliation of the asset register;
- Own and maintain Council's contract asset and contract liability accounting, including assessment of contract terms and performance obligations, recognition and measurement of revenue in accordance with applicable Australian Accounting Standards, preparation and review of journals and reconciliations, maintenance of supporting schedules, monitoring of ageing and recoverability, and provision of accurate disclosures and audit evidence;
- Monitor compliance with applicable legislation, Australian Accounting Standards, Council policies, delegations and internal controls, and escalate material issues promptly;
- Identify and implement improvements to finance systems, reporting, data quality, controls and business processes, including appropriate use of automation;
- Work collaboratively with the Finance Coordinator and Senior Finance Officer to coordinate workflows, resolve escalated accounting issues and maintain service continuity, without duplicating routine transaction processing, front-counter enquiries or day-to-day finance administration assigned to those roles.
- Assist in ad-hoc projects;
- Work closely with and directly support the Finance Manager by preparing financial reports and briefings, resolving escalated or complex financial matters, progressing priority initiatives and monitoring agreed actions and deadlines;
- Out of ordinary hours work may be required;
- You are required to follow any other lawful and reasonable directives provided by your Supervisor or more senior officer;



Out-of-ordinary hours work may be required. Council reserves the right to change these duties at any time.

KEY PERFORMANCE INDICATORS

- Annual and revised budgets, forecasts and long-term financial forecasts are delivered to the agreed timetable, are supported by documented assumptions and reconcile to Council systems;
- Monthly management reports are accurate, complete and issued within agreed deadlines, with material variances, risks and corrective actions clearly identified;
- Budget owners receive practical, timely and well-supported financial advice, and stakeholder feedback demonstrates effective business partnering;
- General-ledger, project and asset records are reconciled, supported and maintained with no unresolved material discrepancies;
- Contract asset and contract liability balances are assessed, reconciled and supported each month; revenue recognition is consistent with approved contract terms and applicable accounting standards; ageing and recoverability issues are investigated promptly; and year-end disclosures and audit evidence are complete and delivered by agreed deadlines;
- The Finance Manager receives accurate, timely and proactive support for annual financial statements, statutory returns, audit schedules, grant acquittals, management briefings and priority finance matters, with agreed actions completed by due dates and material issues escalated promptly;
- Agreed improvements to reporting, controls, systems or processes deliver demonstrable gains in timeliness, data quality, efficiency or financial governance;
- Council policies, delegations, legislative obligations and workplace health and safety requirements are consistently observed.

WORK HEALTH AND SAFETY

All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

MOUNT ISA CITY COUNCIL VALUES

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTEGRITY

SERVICE

ACCOUNTABILITY

HOW TO APPLY

What to include in your application:

To assess your suitability, please provide the following information:

- Write a maximum of 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.
- Please contact the nominated person on the Role Description if you require any reasonable adjustments throughout this recruitment process.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/City-Council/Careers/Current-Opportunities>; or
- Email Human Resources on hr@mountisa.qld.gov.au
- *Both word and PDF are accepted file formats.*

Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***
- We are committed to building inclusive cultures in the Queensland public sector that respect and promote human rights and diversity.
- All workers of Council are responsible for the wellbeing, physical, emotional and cultural safety of the children and young people who receive our services.
- All workers are expected to act in accordance with the Child Safe Organisations Act 2024, including the Child Safe Standards and Universal Principle in their physical and online interactions with children and young people, including outside the course of their work for the Council.
- All workers are subject to the Reportable Conduct Scheme and its obligations as per the Child Safe Organisations Act 2024. Learn more about our commitment to being a Child Safe Organisation on our website.



Creation Date	25 November 2015
Review Date	09 November 2027
Contact	Manager, Finance
Closing date	23 October 2026