POSITION DESCRIPTION

Position:	**Management Accountant** **Temporary Full-Time, 6 month Fixed Term Position** **(Authority Position 011D7.1)**
Enterprise Agreement Classification:	**Banding Level 6** **(Colac Otway Shire Council Enterprise Agreement No.10 2025)**
Division:	**Corporate Services**
Department:	**Financial Services**
Reports to:	**Manager Financial Services**
Approved By:	**General Manager Corporate Services**
Date Approved:	**November 2026**

Colac Otway Shire Council strives to be a values-based organisation. Our values were developed by our people. They guide our behaviours, our approach to our work and to each other.

Our Values

- We are *supportive*, *inclusive* and *respectful*
- We take a *positive* approach to our work
- We commit to *safe work* practices
- We are *accountable* and *proactive*
- We act with *integrity*
- We *communicate* effectively
- We are *flexible* and *progressive*

Position Objectives

To ensure that Council:

- Has a robust financial management framework, ensuring the delivery of projects and services with integrity from a financial perspective.
- Delivers the required finance functions, including the timely production of internal and external reports, including the annual budget, by providing the required support to the Coordinator Management Accounting.
- Provides the required financial support and advice to Council's Business Units, assisting the achievement of desired financial outcomes



PART A	
Key Responsibilities	**Expected Outcomes**

Budget Preparation and Review
• Provide support and assistance with the development and production of Council's Long-Term Financial Plan.
• Assist with the development of the Annual Budget in a timely manner, including:
  ○ Preparation of the schedule of fees & charges
  ○ Providing assistance to Managers and Coordinators throughout the budgeting process.
  ○ Assistance in the preparation and critical review of the Annual Budget document.
• Assist with the review of the organisation's financial performance, including:
  ○ Assist in the formal periodic budget review process.
  ○ Highlight areas requiring budget variations, provide supporting justification and identify potential offsetting cost savings.
  ○ Process budget reviews and maintain a budget adjustment register.
• Continually review budget systems for data integrity, identify potential control issues and make appropriate recommendations for timely resolution.
• Develop, implement, and review policies relating to budget systems usage, control and administration.
	• Council delivers an Annual Budget within a timely manner.
	• Council continually reviews budget systems to ensure meeting all legislative requirements.
	• High quality reports are prepared for Council's finances on a quarterly basis.

Financial Reporting, Analysis and Business Partnering
• Ensure the timely development and production of management reports and business partnering to Management.
• Prepare and review the periodic reports to Executive Management.
• Assist in the preparation of accurate, relevant and timely financial reports, including the Annual Financial Statements.
• Participate in the Business Partnering process, including:
  ○ Acting as a Business Partner, providing support and financial advice, and attending regular meetings with assigned Business Units.
  ○ Assist with the production of financial returns, performance reports, analysis and grant/subsidy acquittals as required.
	• Staff prepare periodic reports for Executive Management.
	• Prepare ad hoc reports as required.



PART A	
Key Responsibilities	**Expected Outcomes**
○ Monitoring and reporting on the performance of assigned Business Units, including variances to budget and items carried forward into future financial years and analysis as required. ○ Ensure the timely production of the information required for regular reporting of Key Performance Indicators for the Business Unit. • Remain abreast of trends in accounting in a local government environment and provide advice to management as required. • Monitor the Colac Otway Shire internal control framework, ensuring sound internal controls and practices are carried out. • Develop, document, periodically review and enhance procedures used within the Financial Services Unit relating to critical tasks required to fulfil your duties. • Assist in the maintenance of Council's Work Order structure and create new Work Orders as required. • Prepare any analysis required to support understanding of the organisation and performance.	
Audit • Prepare data and audit files for the external audit. • Assist and provide all necessary support throughout the external audit process. • Support internal audits on Council activities.	• Council achieves satisfactory result from all audits.
Other Duties • Perform other duties as directed within skills and abilities of a position at this level. • Assist other areas of the Financial Services Unit to ensure all duties of the unit are undertaken in a timely manner.	• Perform other duties as directed within skills and abilities of a position at this level. • Assist other areas of the Financial Services Unit to ensure all duties of the unit are undertaken in a timely manner.

PART B
Classification Criteria
Accountability and Extent of Authority The position is authorised/responsible for the following: • Ensure processes provide quality information designed to meet the needs of the customer in an efficient and effective manner. • The position requires a sound understanding of project management principles. • The position requires a self-motivated incumbent requiring limited day-to-day supervision. • The incumbent is expected to prioritise general issues to achieve outcomes in a timely manner.



PART B

Classification Criteria

- Annual work plans are developed and agreed for major responsibilities.
- Be proactive in providing quality and timely accounting data and reports.
- Provision of accurate costing information to business units and management.
- Provision of accounting advice to users related to the role

Judgement and Decision Making

- Be aware of issues which require discussion or decision on departmental, corporate or Council level
- Review and revise work practices in consultation with the staff and customers of the department
- Effectively manage time to meet all required deadlines
- Organisation of daily activities subject to priorities as determined by management and the organisational context.
- It is expected that the incumbent will make judgements and decisions based upon technical competency and against the background of a changing work environment.

Specialist Skills and Knowledge

- An understanding of Local Government operations and financial management and reporting requirements, would be desirable
- Ability to coordinate the preparation and monitoring of annual budgets.
- Understanding of accounting standards, techniques, concepts and practices.
- Ability to assist with the provision and analysis of financial information for business decisions.
- Research, analytical and problem solving skills.
- Well-developed skills in the use of spread sheets and computerised financial information systems.
- Commercial acumen/business sense.

Management Skills

- Ability to plan and organise own workload.
- Ability to work well under pressure.
- Ability to set priorities to meet deadlines and targets.
- Ability to work under limited supervision.
- Ability to effectively manage time, prioritise tasks in a changing environment, work on a number of projects simultaneously and respond to immediate needs.

Interpersonal Skills

- Ability to liaise with a broad cross-section of staff and external organisations (including IT, Finance, consultants, auditors, software / hardware providers, etc.).
- Able to gain cooperation and assistance from staff at all levels within the organisation.
- Customer focused in terms of delivering a high level of service across the organisation.
- Flexibility and willingness to effectively work as part of a team.
- Well-developed verbal and written communication skills.
- Ability to work as part of a team to resolve issues as they arise.

Qualifications and Experience

- Tertiary qualification in Accounting or business related discipline or working towards, or demonstrated 5 years minimum experience in a related discipline.
- Eligibility for membership of CPA Australia, The Institute of Chartered Accountants in Australia, or the Institute of Public Accountants, is desirable.
- Relevant local government experience, would be desirable.



PART C

Standard Organisational Responsibilities

Customer Service

- Promote and enforce Council's policy of excellence in customer service;
- Provide appropriate customer services to our customers in a prompt and engaging manner via social media or web updates;
- Maintain the highest ethical standards and confidentiality in dealing with data, our customers and each other.

Occupational Health & Safety/Risk Management

- Take reasonable care for your own health and safety and for the health and safety of anyone else who may be affected by your acts or omissions at the workplace;
- Co-operate with your employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Health & Safety Acts, Regulations and Codes of Practice;
- Work within Occupational Health & Safety Acts, Regulations and Codes of Practice;
- Ensure Council's Risk Management Policy & Procedures are observed and complied with.
- Enforce Council's OH&S and Risk procedures with contractors and consultants.

Human Resources

- Identify training and development needs through Appraisal System for yourself and any staff you directly supervise, and participate in corporate training;
- Ensure adherence to Council Code of Conduct, Equal Employment Opportunity, Privacy procedures and other policies and programs;
- Participate fully in the Staff Performance Management System, Recruitment and Induction processes.

Information Management

- Ensure accurate and prompt registration of all customer requests within the request system, action and respond to assigned requests within a prescribed timeframe and according to Colac Otway Shire Performance Standards;
- Ensure effective use of relevant application software systems (appropriate level of training provided).
- Make and keep accurate and complete records of business activities, including email.
- Ensure the quality and accuracy of data used or enter into Content Manager.
- Understand records management obligations and responsibilities.
- Create records proactively, even those that would not otherwise be created from activities such as telephone conversations, verbal decisions, meetings, conferences etc.

Organisational Development & Business Improvement

- Promote Council Values and participate in ongoing business improvement initiatives to continuously improve Council's systems and processes.
- Actively contribute ideas and suggestions which promotes a culture of innovative thinking.
- Participate in the development and monitoring of Unit Business Plan objectives as appropriate.
- Participate in the Employee Alignment and Engagement Survey as requested.
- Comply with the Colac Otway Shire Customer Performance Standards.

PART C	
Standard Organisational Responsibilities	
Emergency Management / Business Continuity • As part of the duties associated with this position, the incumbent may be requested to assist Colac Otway Shire Council in responding to a crisis situation, should one arise, affecting the operation of Council and/or the wellbeing of the community. • This may involve temporarily working in a different work location within the Shire undertaking different tasks. Priorities of Council will shift during a crisis event, and as such, Officers may find themselves engaged in work activities that differ from the key responsibility areas that are outlined in their Position Descriptions. • Staff will not be seconded into roles that are beyond their existing skill sets. **Child Safety** • Ensure a child safe environment and contribute to a culture of child safety by fulfilling the responsibilities and requirements of Council's Child Safe Policy and procedures. • Promote the cultural safety, participation and empowerment of children including Aboriginal, culturally and/or linguistically diverse children, and children with a disability. • Respond promptly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian in accordance with Council's Child Safe policy.	

Key Selection Criteria

- Tertiary qualification in Accounting or business related discipline or working towards, or demonstrated experience in a related discipline.
- Demonstrated experience working in a Finance environment or field.
- Experience in Local Government setting not require but will be looked upon favourably.
- Understanding of the relevant legislation, accounting Standards, Regulations, techniques, concepts and practices.
- Well-developed accounting skills and knowledge.
- Excellent interpersonal, written and oral communication skills and the ability to prepare a range of reports and presentations.
- Ability to work as part of a team.
- Well-developed skills in the use of the Microsoft suite of applications, especially skills in the use of spread sheets and computerised financial information systems.
- A current Victorian driver's licence is essential.

Employee and Employer Agreement

We agree that the above is an accurate reflection of the duties and responsibilities of the position.

Employee Name:	Employee Signature & Date:
Direct Supervisor Name:	Direct Supervisor Signature & Date: