

Management Accountant

Position Outline

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| Position | Management Accountant |
| Work Location | 23 West Street, Administration Building |
| Directorate | Corporate Services |
| Section | Finance |
| Reports to | Manager, Finance |
| Annual Salary Band | \$93,987.00 - \$97,701.00 |
| Classification | Level 5, Mount Isa City Council Certified Agreement 2018 |
| 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.


POSITION REQUIREMENTS

- Degree level Tertiary Qualifications in Accounting or/ a minimum of five (5) years' experience in an accounting or finance environment, preferably within Local Government.
- Demonstrated high level of time management and organisational skills to meet deadlines in a fast-paced work environment where multiple competing priorities are common.
- Previous experience with Goods and Services Tax, Fringe Benefits Tax, Acquittals, Local Government Returns and preparation of audit Work papers.
- High level of written and verbal communication skills and a demonstrated ability to provide a customer focused proactive approach to dealing with members of the public and Council's internal stakeholders in a timely, courteous and professional manner.
- CPA/ICAA qualifications or progression towards same is highly desirable.
- Current "C" class manual Driver's Licence or ability to acquire a licence prior to commencing in the role.

KEY RESPONSIBILITIES

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

- Attend to face-to-face and telephone enquiries from customers in relation to revenue and payables enquiries as required.
- Actively contribute to team outcomes and promote best practice.
- Actively contribute to professional development of self and supervised staff.
- Undertake training and development with supervised staff.
- Actively support and contribute to productivity and efficiency initiatives.
- Minimise printing and maximise utilisation of technology to control finance function costs.
- Maintain professional standards in a fast paced work environment with multiple and competing priorities.
- Ensure supervised employees comply with Council policies and procedures.

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- All assigned tasks completed professionally and within agreed timeframes.
 - High level of customer service evidenced.
 - Consistently meets corporate obligations.
 - Contributes to the success of whole of Council projects considering overall objectives, not only finance team objectives.
 - Recording and registering of all relevant documents onto Council's Electronic Data Management System adhering to recordkeeping policies and procedures.
 - 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

- Assist Manager, Finance with Council's budget, Annual Financial Statements and preparation of monthly management reports within skills and capabilities.
- Provide Manager, Finance with general ledger and job costing reconciliations.
- Responsible for financial asset accounting including regular capitalisation of completed projects.
- Assist with internal and external audit enquiries.
- Responsible for maintaining integrity of general ledger and job costing structure.
- Responsible for the preparation of monthly BAS and quarterly fuel tax credit returns within legislative timeframes.
- Preparation of regular TIDS, private works and R2R claims.
- Preparation of acquittals as required.
- Preparation of the Annual Grant Commission Return and other returns as required.
- Develops, promotes and complies with Council policies and procedures.
- Effectively process customer complaints ensuring compliance with Councils Policy and Procedure.

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.

Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; 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.***

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| Creation Date | 25 November 2015 |
| Review Date | 9 January 2025 |
| Contact | Manager, Finance |
| Closing date | 24 January 2025 |