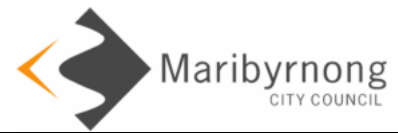


# Position Description



<b>POSITION TITLE:</b>	Assistant Management Accountant
<b>POSITION NO:</b>	2127
<b>DIRECTORATE:</b>	Corporate Services
<b>DEPARTMENT:</b>	Finance
<b>SECTION:</b>	Management Accounting
<b>CLASSIFICATION:</b>	Band 5
<b>LOCATION:</b>	Municipal Offices
<b>DATE:</b>	December 2025

## ORGANISATIONAL RELATIONSHIPS

<b>Reports to:</b>	Coordinator Management Accounting
<b>Supervises:</b>	Nil
<b>Internal Liaisons:</b>	Manager Department, Coordinator Department, all Council employees.
<b>External Liaisons:</b>	Office of Local Government, Auditor General, Office, Victorian Grants Commission, computing firms, finance professionals, other municipalities, Council's customers and suppliers and members of the public and residents.

## ORGANISATIONAL VALUES:

Employees at Maribyrnong will be guided in their behaviour and conduct in the delivery of its services by Council's values of Respect, Courage and Integrity.

<b>Respect</b>	The promotion of inclusiveness, empathy, communication, good will.
<b>Courage</b>	The promotion of innovation, considered risk, creativity, problem solving, initiative, accountability, responsibility.
<b>Integrity</b>	The promotion of honesty, loyalty, ethical behaviour, trustworthiness.

## PRIMARY OBJECTIVES OF POSITION:

To assist the Management Accounting Team in preparing routine budgets and other adhoc management accounting reports with strong focus on delivering an efficient and high quality customer experience.

This position will also prepare General Ledger Journals, verifying the accuracy of all journals posted to the General Ledger, whilst providing support to the Finance team and administering the BIS budget system as well as other financial registers and processes.

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### **DUTIES AND RESPONSIBILITIES**

#### **Budgeting / Forecast Reporting:**

Provide assistance in budget and management report training and documentation to service managers.

Prepare and enter services budgets (including Salary and Fees and Charges) into the Council's budgeting system for the organisation.

Provide guidance to service managers in commitment management, budget variance analysis and commentary, and forecasting.

Provide support to Management Accounting Team (backup support for the Finance Team) primarily Monthly & Quarterly reports & Annual Budgeting system inputs & processes and during stakeholder engagement.

Assist the Management Accounting Team in the coordination of annual budget, quarterly forecasts, labour budgets, schedule of Fees & Charges, Budget document of 4 years and Financial plan of 10 years, Revenue and Rating Plan.

#### **Service Unit Support and System Administration**

Maintenance and continuous improvement of the budgeting and capital reporting systems in collaboration with budget managers and the Management Accounting team.

Assist in developing, maintaining and ensuring continuous improvement of computerised accounting and system, e.g. tables, hierarchy/structures, testing of software upgrades, interfaces, excel query tools for all Finance System related processes.

Assist Management Accounting Team to support service managers in financial management reporting functions and queries and in service units forecasting and budget preparation.

Assist in developing procedures and systems including asset accounting (capital value register) systems and asset management (asset module) subsidiary registers are in line and satisfy all accounting standards, guidance notes and other statutory reporting requirements.

Prepare General Ledger Journals as required and assist to verify the accuracy of all journals posted to the General Ledger.

Assist in streamlining, administration and rollover of the Budget Systems (BIS).

#### **System Integrity and Training**

Assist the Management Accounting Team to ensure Management Reporting systems are accurate, bringing together the source data to ensure it reconciles to the General Ledger.

Assist in developing and maintaining Council's monthly/quarterly project reporting templates and processes.

Maintain Council's Work Order structure, creating new Work Orders in line with Budget or as required.

Assist in maintaining Financial Hierarchy.

Maintenance of Management Accounting reporting system (BIS), including the administration of BIS Views and BIS users to ensure authorised level of access.

BIS Authority reconciliations and GL rebuilds if required.

Provide BIS training to the end users.

#### **Capitalisation**

Creation of Work Orders and tasks by asset classification and Capital Expenditure type for all Capital and Improvements Works projects.

Provide assistance in ensuring assets are capitalised into the CVR and depreciated.

The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

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The incumbent of this position may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

### Assisting Payroll Team

Prepare and process timesheets and variations and input data for the fortnightly payroll. Prepare routine correspondence, reports and statistics as required.

Assist in developing, update and maintain payroll files, databases and spreadsheets on a regular basis, such as Council's intranet, Salary Register and documents.

Assist the payroll team in coordinating payroll activities including payroll related enquiries and processing, ensuring appropriate levels of quality and compliance are met in line with appropriate legalisation, regulations, policy and procedures.

Assist the payroll team with routine and ad hoc activities and reports. This includes, but not limited to, completing reconciliation of pay Group Taxation and production of end of year group certificate, statistical returns and questionnaires from various Government departments relating to payroll matters and other requests as required by management.

### Organisational Responsibilities:

- Adhere to the Victorian *Occupational Health and Safety Act 2004*, Council's Occupational Health and Safety Policy and Council's Contractor Health and Safety Policy including assuming responsibility for the proper use of all safeguards, safety devices, personal protective equipment and other equipment provided for safety purposes.
- Consider and preserve one's own safety and the safety of those around while at work. This includes following health and safety guidelines and procedures, and using protective clothing or equipment provided, at all required times. Employees must immediately report any injury, near miss, damaged equipment or any other hazard observed in their workplace.
- Familiarise themselves with, and adhere to, Council's Risk Management policy and program and the application of sound risk management practices within the workplace and community.
- Practice and promote Council's Equal Opportunity and Respect at the Workplace principles and policies by treating fellow employees and our customers fairly and equitably and without discrimination, harassment or bullying.
- Promote a positive image of Council to members of the public through professional standards of personal presentation and through the provision of services/advice in a courteous and efficient manner.

### ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Maintaining an up to date knowledge of legislation, Council policy and agreements and Australian Accounting Standards.
- Preparation of relevant management accounting correspondence and reports. Providing accurate and timely specialist management accounting advice to internal stakeholders. The freedom to act is subject to clear guidelines and close supervision from the Coordinator Management Accounting. The actions taken or decisions made in this position may be significant but are always subject to review by more senior employees.
- Provide advice and information to internal and external stakeholders within Council guidelines and delegated authority. Accountable for the accuracy and quality of the information and advice provided.
- Provide support within area of expertise as required.
- Maintain and improve standards of work specific to the role and responsibilities.
- Act within clear objectives, budgets and frequent prior consultation.

### JUDGEMENT AND DECISION MAKING

- Ability to work unsupervised, analyse situations and independently make decisions, and guide other staff members to relevant policies and procedures.

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- Use previously acquired experience and knowledge to select within a wide range of methods, processes or equipment, the post appropriate to creatively solve problems and meet well defined objectives.
- Exercise judgement and autonomy to make decisions based on knowledge of department and organisational goals and objectives for routine matters.
- For more complex matters not covered within policy and guidelines, advice should be sought from supervisor or more senior employees.
- Guidance and advice from supervisor and other Council employees would usually be available within the time required to make a decision.
- Exercise discretion and confidentiality whilst performing assigned duties.

### SPECIALIST SKILLS AND KNOWLEDGE

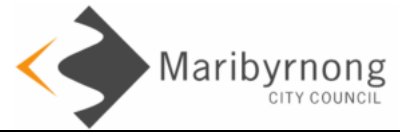
- Knowledge of management accounting project delivery and asset practices requirements within a Local Government context.
- Knowledge and understanding of Accounting Standards, accounting procedures and practices specifically in relation to assets accounting and project delivery reporting. Ability to carry out financial analysis and report on variance to budget and also critically evaluate variance explanations provided.
- Previous experience in preparing management reports and administering Financial Reporting Systems.
- Detailed knowledge of Civica – Authority software system would be advantageous.
- Ability to use technology and systems relevant to the role and follow policies, procedures, processes and precedents relevant to the team.
- Understanding of the role and function of the team, senior staff to whom support is provided and how they impact the goals of the wider organisation.
- Understanding of relevant State and Federal legislation, Acts and regulations relevant to perform the role.

### MANAGEMENT SKILLS

- Manage time, set priorities, plan and organise own work and when required, the work of any direct reports, to achieve team objectives within a set timeframe.
- Knowledge and ability to implement and embody Council personnel practices including Equal Employment Opportunity and Occupations Health and Safety, particularly when supervising employees.
- Ability to support, motivate, provide on the job training and guidance to more junior employees.
- Ability to contribute to team meetings and to team outcomes.
- Understanding and effective dissemination to direct reports of the long term goals of the team and their alignment with Council's objectives.

### INTERPERSONAL SKILLS

- Ability to gain trust, cooperation and assistance from internal and external stakeholders when required within the scope of the role. (or something similar so there is definition here).
- Strong written and verbal communication skills and ability to effectively manage technical conversations.
- Ability to establish rapport and to contribute to a pro-active and collaborative work culture.
- Ability to demonstrate initiative and flexibility within the working environment and to contribute to team based service delivery.
- Conduct research and provide detailed verbal and written reports as required.
- Capability to prepare external correspondence.



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## QUALIFICATIONS AND EXPERIENCE

A tertiary qualification in Accounting, with eligibility to an associate membership to CA/CPA Australia (or equivalent professional qualification) or xperience working within a Finance function in a medium to large organisation or within a Local Government environment.

Studying towards CA/CPA/ACCA (or equivalent professional qualification).

Proficiency in MS Excel and other Microsoft Office Programs

## KEY SELECTION CRITERIA

A tertiary qualification in Accounting, with eligibility to an associate membership to CA/CPA Australia (or equivalent professional qualification).

Experience working within a Finance function in a medium to large organisation or within a Local Government environment.

Proficiency in MS Excel, other Microsoft office programs and budget preparation and applications.

Knowledge of Accounting Standards, accounting procedures and practices specifically in relation to assets accounting and project delivery reporting. .

Capacity to manage time effectively, identify workload priorities and meet deadlines.

Well-developed verbal and written communication skills including the ability to prepare financial reports and build effective working relationships.

Ability to carry out financial analysis and report on variance to budget and also critically evaluate variance explanations provided.

The ability to manage time set priorities, plan and organise one’s own work so as to achieve specific and set objectives efficiently and within the required timeframes.

A genuine commitment to customer service in terms of making accounting services accessible to all users.

No relevant criminal record found in a police check.

**CONDITIONS OF EMPLOYMENT:** In addition to the terms and conditions of Council’s Enterprise Agreement and the requirements listed in this Position Description, there are policies and procedures that apply to your employment and require your diligent compliance. These policies and procedures are formulated by Council for the efficient and fair administration of employment and other business matters and can be amended from time to time. However, such policies and procedures are not deemed to be incorporated into your employment conditions, nor are they intended or deemed to impose specific contractual obligations on Council.

The following signatures are required to indicate understanding, agreement and approval of the position description.

Employee: .....

Date: .....

Manager/  
Coordinator:.....

Date: .....