

Management Accountant & Grants

Position Description



Position number 200101
Directorate Office of Chief Finance & Information Officer
Department Finance
Immediate Supervisor Senior Manager Finance & ICT
Supervising Positions Nil
Level PS4

Position Approval

Belinda Urquhart
Belinda Urquhart

Chief Executive Officer

11/ 09/ 2026

Review and Approval Date

Position Objective

To provide accurate budget, financial reporting, grant administration and Chart of Accounts support for Council, ensuring compliance with legislation, accounting standards, MRC policies and funding requirements while contributing to the objectives of the Council's Regional Plan.

Key Duties and Responsibilities

- Assist with the leadership of the finance department including personnel supervision & management, team development and work practices
- Participate in the development of strategic, business and financial plans
- Develop and measure key financial indicators
- Provide advice to others including specialist advice to Executive Leadership Team
- Create funding codes for new contracts
- Ensuring all reporting and acquittal obligations are met in a timely manner
- Prepare and lodge funding acquittals in conjunction with department managers
- Liaise with funding bodies, prepare and lodge statements as required
- Responsible for preparation of audit file for interim and end of year audit process for all grants
- Provide information and assistance to auditors, particularly in relation to grant acquittals
- Process journals and complete reconciliations for on-costs and yearly leave accruals
- Assist with creation and maintenance of Chart of Accounts
- Input and balancing of budget templates into Technology One financial system
- Development and delivery of monthly Council and Local Authority Financial Reports
- Assist with end of year processes including the preparation of MRC's Annual Financial Report
- Ongoing administration and maintenance of the Technology One system
- Recording and filing of individual contracts and agreements within InfoXpert system including systemised tracking of reporting and acquittal dates for a large number of contracts
- Embrace and demonstrate the values of the Council in all work tasks
- Promote and maintain a strong safety culture by ensuring compliance with Work Health and Safety (WHS) legislation, Council policies and safe work procedures, conducting regular safety inspections, identifying hazards, reporting incidents, and ensuring staff use appropriate personal protective equipment (PPE).
- Provide backup support to the Finance Manager and assist finance and administration staff as required to ensure the efficient operation of financial and administrative services.
- Perform other duties within capabilities and/or consistent with the level of this position as required.

Identified Skills and Attributes

- Ability to work effectively as part of a team and promote a positive working environment
- High numeracy and literacy skills with a focus on attention to detail and accuracy
- Develop and maintain positive working relationships with internal and external stakeholders
- Strong problem-solving skills including the ability to resolve complex problems, undertake investigations, research and gather facts from a variety of internal and external sources

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- Ability to participate in technical discussions to explain policy, reconcile viewpoints, resolve problems, provide advice and make recommendations to influence others within area of expertise
- Ability to write detailed non-standard reports and correspondence

Role Requirements

Essential

- Tertiary qualifications in Accounting/Finance or a related discipline and 5 years' experience in a finance position or equivalent overall relevant experience
- Experience in establishing and maintaining relationships with stakeholders
- Advanced computer skills, including financial management systems, ERPS and Microsoft Excel.
- Demonstrate ability to work in a culturally and linguistically diverse environment
- Demonstrated experience working with grants/ contracts
- Ability to interpret and apply legislation to accounting transactions
- Demonstrated ability to support workplace health and safety, risk management and incident reporting requirements in an operational environment.
- Satisfactory completion of a Criminal History Check

Desirable

- CPA or equivalent qualification or working towards
- Experience in using TechOne software or similar accounts payable software suites.
- Current NT Drivers Licence
- Previous experience in the financial processes for grants received including reports and acquittals
- Previous experience in working for an organisation operating across multiple sites.

Travel Requirements

This position is based in Alice Springs and may require travel work in remote communities – including overnight stays in the MacDonnell Regional Council area of service.

Physical Requirements

The role requires the following physical aspects:

- Sitting for extended periods
- Working indoors in an office environment
- Manual handling of objects below 10Kg

Employee Declaration

I have read and fully understood the position requirements as outlined in this document.

Signature

Date

Position Reporting Structure

