



POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title:	Management Accountant – Fleet & Assets
Reports to:	Finance Manager
Employment Status:	Fixed Full Time
Salary:	\$75,913.58 to 85,757.27 (dependent upon experience)
Location:	Darwin (Moving to Tiwi Islands by early 2019)

Tiwi Islands Regional Council

The Tiwi islands are located 80km north of Darwin in the beautiful Arafura Sea. There are two islands, Bathurst and Melville with a total land mass of 832sq km. The islands are home to the Tiwi people, who have a strong affiliation with their land, a distinctive culture and language. There are school and medical facilities on the islands, with regular plane, passenger ferry and barge services operation to Darwin.

OPERATING ENVIRONMENT

The Regional Council Sector exists to serve their community through the laws, policies and programs of Regional Councils and the Northern Territory Government. The Management Accountant – Fleet & Assets reports directly to the Finance Manager.

The laws and policies within which all executives in the Regional Council sector must perform include the Northern Territory Local Government Act, the codes of conduct and policy priorities of the Regional Council, and all of the relevant Northern Territory and federal laws, legislation and statutes which apply to the governance of public bodies.

OBJECTIVES OF THE POSITION

To be a lead change agent at Tiwi Islands Regional Council that values innovation and agility. To ensure priority is given to accurate and timely reporting of the Regional Council's financial performance to the Regional Council and external regulatory organizations (e.g. ATO etc) fully utilising the corporate finance system.

Build a high performing customer focussed Finance team that ensures Council meet its targets and deadlines.

Support and guide Managers on financial issues relating to their Business Unit with a strong emphasis on contemporary best practice.

RESPONSIBILITIES

- Manage day-to-day financial systems processes across the Regional Council's operations including Quality Assurance checks, System Development and Continuous Improvement.
- Service Council Business Units by providing technical support and advice relating to financial management, including a focus on asset and plant replacement.
- Develop innovative approaches to service delivery, review, enhancement and implementation and improved reporting practices.
- Manage the timely development of Council finance reports.
- Assist with the preparation of annual financial statements.
- Prepare Government agencies returns including Northern territory Grants Commission, Australian Bureau of statistics (ABS) etc.
- Manage a system of regular audits on Business Units of the Regional Council.
- Assist with general ledger asset accounting functions and asset system maintenance.
- Ensure the policies and procedures of the Regional Council are adhered to and all resources effectively deployed.
- Maintain a safe working environment and ensure Work, Health & Safety regulations are adhered to.
- Provide training to Council staff in the use and understanding of Council's financial systems.

SELECTION CRITERIA:

Essential

1. Tertiary qualification(s) and previous experience in accounting, finance or equivalent
2. Member of the Australian Society of CPAs or Institute of Chartered Accountants
3. Demonstrated ability to contribute to innovative approaches to service delivery, review, enhancement and implementation of procedures; and systems and improving reporting practices
4. Experience in training, motivating staff and implementing changes in financial reporting systems.
5. Experience related to development of asset financial & operational plans and implementation phases
6. Proven ability to transform an asset and fleet replacement program through a thorough planning and scheduling approach.
7. Demonstrated ability to write and present reports on accounting and finance matters as well as the preparation of routine correspondence.
8. Able to move to the Tiwi Islands in early 2019.

Desirable

1. Prior experience with the TechnologyOne Financials ERP system or equivalent.
2. Current Australian Driver's Licence and the ability to travel across the Tiwi Islands as required

3. An awareness of issues effecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment

Personal Qualities

- Patience and persistence to achieve agreed outcomes.
- High ethical standards and personal integrity.
- Good interpersonal skills and manner.
- Determination, initiative and flexibility to achieve results in a remote community.
- An understanding of the remote NT context.

The selection criteria for this position must be addressed for your application to be considered.