



POSITION DESCRIPTION

Management Accountant

Position Number: PD 002
Directorate: Finance
Division: Finance
Supervisor: CFO
Classification: LGIA Award Level 11
Tenure: Fixed Term Full Time 12 Months
Primary Location: Darwin

Tiwi Islands Regional Council

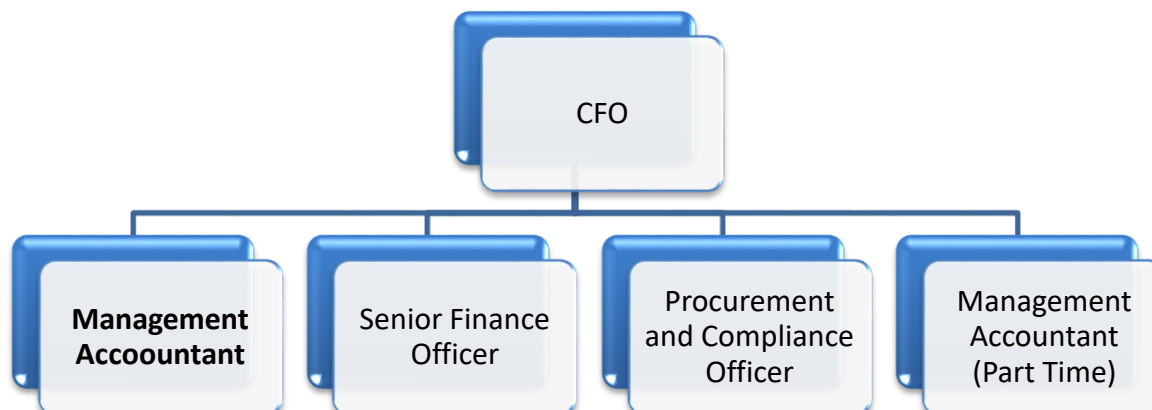
The Tiwi islands are located 80km north of Darwin in the beautiful Arafura Sea. There are two islands, Bathurst and Melville with a total land mass of 832sq km. The islands are home to the Tiwi people, who have a strong affiliation with their land, a distinctive culture and language. There are school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

Position Purpose

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 reports directly to the Chief Financial Officer.

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.

REPORTING STRUCTURE:



RESPONSIBILITIES

The Management Accountant is responsible for the effective delivery of the following broad areas:

- 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.
- Carry out such other duties as directed that are within the limits of the employee's skill, competence and training.

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.

SELECTION CRITERIA:

Essential

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

Desirable

1. Prior experience with the Technology One Financials ERP system or equivalent.
2. Current Australian Driver's Licence.
3. An awareness of issues effecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment.
4. Member of the Australian Society of CPAs or Institute of Chartered Accountants

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