

EAST GIPPSLAND CATCHMENT MANAGEMENT AUTHORITY

POSITION DESCRIPTION

POSITION: Accountant

REPORTS TO: Corporate Services Manager

POSITION OBJECTIVES

This role provides support to the Corporate Services Manager in the financial and commercial responsibilities of the Corporate Services unit.

Coordinate the financial functions of the Authority including:

- Financial processing
- Financial reporting
- Asset and fleet management
- Project management support
- Tender, contract and agreement administration
- Support for the Corporate Services Manager on key projects
- Supervise the role of Finance & Business Officer (includes payroll administration).

KEY RESPONSIBILITIES

Finance, project management and asset management

- Maintenance of the general ledger to trial balance including all required reconciliations
- Ensure the accuracy, timeliness and integrity of the Authority's accounts processing
- Ensure financial data processing is in compliance with statutory regulations and Authority policies and procedures
- Ensure staff are appropriately trained in the use of the Authority's financial management information system (FMIS) to provide error free financial data entry and project reporting
- Assist Authority staff to access and understand financial information
- Assist Authority staff in the preparation of project reports
- BAS preparation
- Prepare monthly management financial reports
- Prepare board financial reports
- Prepare financial reports required by DELWP, DTF and other state and commonwealth departments including project financial acquittals/reports and audits thereof as required
- Preparation of the Authority's annual statutory accounts
- Budget and forecast preparation and entry into the FMIS including establishment of approved projects in AX
- Oversee maintenance of the Authority's Assets Register

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- Oversee the procurement, maintenance and disposal of Authority assets
 - Monitor, recommend and liaise with TCV and bankers on treasury & related matters
 - Undertake the role of the purchasing card administrator & associated tasks.

Tender & contract management support for managers

- Co-ordinate control of tenders, contracts and agreements by:
 - Co-ordinating tender administration
 - Maintaining a register of tenders, contracts and agreements.
 - Providing quality review over tenders, contracts and agreement documents prior to despatch.
 - Tracking commitments and payments against contracts and agreements during their life.
 - Closing contracts and agreements at the appropriate time.
 - Administer the payment of grants in accordance with Authority policies and procedures
 - Management of tenancy agreement with DELWP including liaison with DELWP in regards to day to day issues.

Other business support

- Participate in, and provide secretarial support, to the Audit & Risk Committee
- Assist with the development and maintenance of all Authority financial policies and procedures
- Represent the Authority on the State-wide CMA Finance User Group
- Insurance claims administration
- Provide support to the Corporate Services Manager & Program Manager in the program delivery responsibilities of their role.

SPECIALIST KNOWLEDGE AND SKILLS

- Proven knowledge, hands-on experience and skills in:
 - financial and project accounting
 - using and understanding financial reports
 - the use of project based financial systems
 - the use of computer applications including Word, Excel, Powerpoint, Microsoft Outlook
- The ability to train others in the use of financial systems.

COORDINATION SKILLS

- This position requires skills in time management, setting priorities, planning and organising one's own work, and where appropriate that of other staff, so as to achieve specific and set objectives in the most efficient way possible with the resources available and within set timetables
- Sound technical, conceptual and analytical ability.

INTER-PERSONAL SKILLS

- This position requires the ability to gain co-operation and assistance from service providers, members of the public and other employees, in the administration of broadly defined activities
 - Able to communicate effectively both written and orally with a wide range of stakeholders including community members, government employees and industry leaders
 - The ability to effectively communicate and deal with staff and management at all levels and to resolve intra-organisational issues.
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QUALIFICATIONS AND EXPERIENCE

- Possession of an appropriate tertiary qualification in Accounting - CPA or CA (preferred)
- The skills and knowledge needed for this position would normally be acquired through extensive experience in a similar role
- Experience in budget development, interpretation and understanding
- Working with Government bureaucracies, policies and funding programs.

You must hold and maintain a Victorian Drivers Licence and a satisfactory National Police Check (no older than 12 months) must be provided prior to; or within four weeks from date of commencement with the Authority. All costs incurred in obtaining the police check will be at the employee's expense.

JUDGEMENT AND DECISION MAKING

- Objectives are clearly defined though there is a regular requirement for adaptation to policies and processes which needs the ability to improvise with the use of available resources
- Decisions requiring legislative interpretation and knowledge are made in conjunction with the Corporate Services Manager
- The incumbent will be encouraged to make appropriate decisions and interpret information as required. However guidance and advice is always available if a difficult or unusual problem is encountered.

ORGANISATIONAL RELATIONSHIPS

Internal Liaisons: All EGCMA managers and staff

External Liaisons: Members of the public
Contractors
Debtors & creditors
Government departments & agencies
Banks
Insurers
Auditors

ACCOUNTABILITY AND EXTENT OF AUTHORITY

AREAS OF ACCOUNTABILITY

Staffing

- Number of staff reporting directly: 1

EXTENT OF AUTHORITY

Financial delegations:-

- As per the Authority's Instrument of Financial Delegation.

KEY SELECTION CRITERIA

- An appropriate tertiary qualification or equivalent in accounting (CPA or CA preferred) with a minimum of 5 years experience
 - Proven knowledge, experience and skills in the processing of financial information
 - Proven knowledge and skills in preparing, using and understanding financial reports
 - The ability to train others in the use of financial systems and understanding of financial information
 - This position requires skills in time management, setting priorities, planning and organising one's own work, and where appropriate that of other staff, so as to achieve specific and set objectives in the most efficient way possible with the resources available and within set timetables
 - Ability to gain co-operation and assistance from service providers, members of the public and other employees, in the administration of broadly defined activities
 - Demonstrated ability to liaise with counterparts in other organisations and ensure excellent external working relationships
 - The ability to effectively communicate and deal with staff and management at all levels and to resolve intra-organisational issues.
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WH&S Responsibilities Statement

The East Gippsland Catchment Management Authority (the Authority) is committed to providing, so far as is reasonably practicable, a work environment that is safe and without risks to health for all employees, contractors and others who enter our work area. This commitment includes establishing and maintaining safe systems of work, safe plant and equipment together with appropriate training and competent supervision.

Workplace Health & Safety is an area where all persons at the Authority have a shared or joint responsibility, with the Chief Executive Officer accepting overall responsibility. Management, including supervisors will always regard health and safety as their highest priority and will not knowingly place employees, contractors or members of the general public at risk.

Responsibilities

Board

- Exercise due diligence to ensure the Authority is appropriately managing its safety responsibilities
- Approval and annual review of the WHS Policy
- Monitoring health and safety performance and the implementation of the WHS Policy.

Chief Executive Officer

- Operational delivery of the WHS policy together with the maintenance of all relevant procedures
- Operational delivery, management and annual review of the safety management system
- To exercise due care and diligence to meet applicable legal requirements
- Reporting to the Board on workplace health and safety performance
- Ensure appropriate people and budgetary resources are provided for the Authority to deliver on its health and safety obligations
- Establish workplace health & safety responsibilities for employees, all levels of management and the Workplace Health and Safety Committee that will ensure the WH &S systems are effective.

Managers

- Establish workplace health and safety leadership and demonstrate that their management decisions and actions are consistent with the intent of the workplace health & safety policy
 - Accept and communicate the workplace health and safety policy intent to all staff and ensure compliance
 - Review the workplace health & safety management system and relevant procedures annually
 - Identify all potential workplace health risks and establish a program of prevention, monitoring and employee awareness
 - Establish and implement effective induction and safe work skills training programs for all new employees and implement regular work skills retraining programs
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- Conduct investigations and implement corrective actions for all workplace occurrences i.e. lost time injuries, plant, product and equipment damage, minor injuries and near miss occurrences
 - Ensure injured employees are rehabilitated and an early return to the workplace is achieved
 - Encourage employee participation in hazard inspections, reporting and corrective action processes
 - Ensure sufficient protective equipment and personal protective clothing is available and correctly used and maintained
 - Periodically audit the effectiveness of the workplace health and safety systems.

Supervisors

- Assist with the review of the workplace health & safety management system and relevant procedures
- Conduct regular recorded risk assessments/audits and ensure suitable controls are implemented on the basis of established priorities
- Communicate occupational health and safety performance and progress regularly to senior management.

All Employees

- To accept and abide by the intent of the WH &S policy
 - Comply with all safe work practices and procedures
 - Undertake periodic retraining in safe work practices and safe work skills
 - Undertake workplace inspections as required
 - Report all hazards and hazardous activities to management
 - Recommend corrective action and implement those solutions where possible
 - Participate in reviews of work practices and procedures periodically
 - Use protective equipment and personal protective equipment issued according to defined standards
 - To contribute in incident investigations and when possible assist in the implementation of corrective actions
 - To participate in rehabilitation programs if and when required
 - Working with due care and consideration to safeguard their own health and safety and the health and safety of others.
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