Management Accountant
POSITION DESCRIPTION



Position Number:	1037 / 3755
Department:	Organisational Services
Section:	Finance
Unit:	Accounting Services
Position Status:	Permanent Full Time
Classification:	Level 4 – Rockhampton Regional Council Certified Agreement 2025 – Internal Employees
Reports To:	Management Accounting and Treasury Supervisor
Revised:	November 2026

General Position Statement

This position supports Council's direction by being responsible for providing financial and accounting services in a professional, efficient and confidential manner to meet the requirements for internal reporting whilst ensuring the development of good working relationships with all staff and the public.

This position may also be responsible for providing technical guidance and assistance in the preparation of financial statements, annual and revised budgets and other projects as required.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Ensure compliance and report non-compliance in accounting/financial practices within Council.
- Provide accounting services to Council's departments as directed, including but not limited to:
    - Undertake regular reviews of internal reporting requirements;
    - Preparation of reports and monitoring of financial performance;
    - Assist with completion of the annual and revised budgets in conjunction with appropriate Managers;
    - Assist with the completion of statutory reporting requirements;
    - Assist with more complex projects and provision of multi-disciplinary specialist accounting advice, research and analysis on financial issues;
    - Provide advice, support and financial technical assistance to areas of Council as required within reasonable or agreed timeframes;
    - Prepare customised management and financial reports as required;
    - Research and preparation of standard and non-standard journals, preparation of returns as required and establishing automated processes.
    - Assist with maintaining Council's financial and asset registers in accordance with Accounting Standards, Local Government Regulations and Council's policies and guidelines, including asset capitalisations and disposals, reconciliations and data review.



  - Research and preparation of standard and non-standard journals, maintenance of the accounting structures, preparation of returns as required and establishing automated processes.
  - Perform payroll reconciliations to ensure compliance and data integrity.
  - Assist with preparing predictive costing structures for wages schedule.
  - Assist with financial modelling and analysis of rate revenue during annual budget preparation.
- Exercise high level judgement, initiative, confidentiality and sensitivity in the performance of work.
- Assist with the annual audit, and monitoring of internal control procedures for audit purposes.
- Align behaviour with Council Values to ensure positive relationships are maintained with internal and external stakeholders.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Experience in a management accounting function with a preference for experience in a large and diverse organisation.
- Strong analytical, conceptual and problem solving skills.
- Experience in financial analysis for a range of activities and use and development of financial management and reporting systems.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Demonstrated ability to effectively operate Council's computer systems including Finance One, and the MS Office Suite, in particular Excel.

Qualifications

- Degree qualifications in Business Accounting (or related discipline)

Desirable Qualifications and Experience

- Possess a current CPA membership (or similar professional qualification) or the ability to obtain.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your



responsibilities.

- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Additional Requirements

- Ability to work in an office environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Ability to work with screen based equipment over long periods with prescribed rest breaks.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager Finance
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	

Management Accountant
POSITION DESCRIPTION



Position Number:	1037 / 3755
Department:	Organisational Services
Section:	Finance
Unit:	Accounting Services
Position Status:	Permanent Full Time
Classification:	Level 5 – Rockhampton Regional Council Certified Agreement 2025 – Internal Employees
Reports To:	Management Accounting and Treasury Supervisor
Revised:	November 2026

General Position Statement

This position supports Council's direction by being responsible for providing financial and accounting services in a professional, efficient and confidential manner to meet the requirements for internal reporting whilst ensuring the development of good working relationships with all staff and the public.

This position may also be responsible for providing technical guidance and assistance in the preparation of financial statements, annual and revised budgets and other projects as required.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Monitor compliance and report non-compliance in accounting/financial practices within Council.
- Provide accounting services to Council's departments as directed, including but not limited to:
    - Assist and take a leading role as required, with the regular review of internal reporting requirements;
    - Preparation of reports, including the Annual Financial Statements, and monitoring of financial performance;
    - Assist with completion of the annual and revised budgets in conjunction with appropriate Managers;
    - Assist with the completion of statutory reporting requirements;
    - Undertake moderately complex projects and provide multi-disciplinary specialist accounting advice, research and analysis on financial issues;
    - Provide specialist advice, support and financial technical assistance to areas of Council as required within reasonable or agreed timeframes;
    - Prepare customised management and financial reports as required, including standard and/or specialist reports;
    - Research and preparation of standard and non-standard journals, maintenance of the accounting structures, preparation of returns as required and establishing automated processes.
    - Perform payroll reconciliations to ensure compliance and data integrity.



  - Assist with preparing predictive costing structures for wages schedule.
  - Assist with financial modelling and analysis of rate revenue during annual budget preparation.
- Maintain Council's financial and asset registers in accordance with Accounting Standards, Local Government Regulations and Council's policies and guidelines, including asset capitalisations and disposals, reconciliations and data review.
- Exercise high level judgement, initiative, confidentiality and sensitivity in the performance of work.
- Assist with the annual audit, and monitoring of internal control procedures for audit purposes.
- Align behaviour with Council Values to ensure positive relationships are maintained with internal and external stakeholders.
- Refer matters that may impact upon the business, Council and employees to the relevant Supervisor or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Experience in a management accounting function with a preference for experience in a large and diverse organisation.
- Highly developed analytical, conceptual and problem solving skills.
- Experience in financial analysis for a range of activities and use and development of financial management and reporting systems.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.
- Demonstrated ability to effectively operate Council's computer systems including Technology One Ci Anywhere Suite and the MS Office Suite, (particularly Excel).

Qualifications

- Degree qualifications in Business Accounting (or related discipline) and equivalent demonstrated experience.

Desirable Qualifications and Experience

- Possess a current CPA membership (or similar professional qualification) or the ability to obtain.

Management Accountant
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Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
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Additional Requirements

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Employee Name:	
Employee Signature:	
Date:	