

# Senior Management Accountant

## POSITION DESCRIPTION



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|-------------------------|------------------------------------------------------------------------------------|
| <b>Position Number:</b> | 1037                                                                               |
| <b>Department:</b>      | Organisational Services                                                            |
| <b>Section:</b>         | Finance                                                                            |
| <b>Unit:</b>            | Accounting Services                                                                |
| <b>Position Status:</b> | Permanent Full Time                                                                |
| <b>Classification:</b>  | Level 6 - Rockhampton Regional Council Internal Employees Certified Agreement 2025 |
| <b>Reports To:</b>      | Management Accounting & Treasury Supervisor                                        |
| <b>Revised:</b>         | October 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 the Financial Services Section and Managers for designated Departments / Sections to meet the requirements for internal reporting and ensuring the development of good working relationships with all staff and the public.

This position is also 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.

- Provide accounting services to Council's Departments / Sections as directed, including but not limited to:
  - o Take a leading role in the completion of statutory reporting requirements, including the Annual Financial Statements, and monitoring of financial performance;
  - o Take a leading role in preparing appropriate reports and information for annual and revised budgets in conjunction with Managers and other finance staff, as well as providing advice and assistance;
  - o Undertake more complex financial projects and provide multi-disciplinary specialist accounting advice, research and analysis on financial issues within reasonable or agreed timeframes;
  - o Develop and prepare specialist reports and analysis as required, utilising the features of financial systems and highly developed analytical skills to assist with reviews and investigations.
  - o 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.
  - o Research and preparation of standard and non-standard journals, maintenance of accounting structures, preparation of returns as required and establishing automated processes.

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- o Contribute and take a leading role as required, in compliance and report non-compliance in accounting/financial practices within Council.
    - o Perform payroll reconciliations to ensure compliance and data integrity.
    - o Take a leading role in preparing predictive costing structures for wages schedule.
    - o Undertake financial modelling and analysis of rate revenue during annual budget preparation.
  - Mentor and provide guidance to less experienced team members.
  - Consolidate, review and identify potential issues and solutions for financial processes and systems in line with appropriate Accounting Standards and Council policies and procedures.
  - Coordinate and prepare the required information and documentation required for external audit purposes, ensuring compliance with Accounting Standards. Where required provide recommendations for improvement and compliance.
  - Exercise high-level judgement, initiative, confidentiality and sensitivity in the performance of work.
  - 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.
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### Position Requirements

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

#### Skills/Competencies

- Substantial accounting experience in a large and diverse organisation and a working knowledge of relevant Local Government operations and legislative framework.
- Knowledge and experience in the development of budgets for a large and diverse organisation.
- Highly developed analytical skills for a range of activities and use and demonstrated experience in the development of financial management and reporting systems.
- Extensive working knowledge of and the ability to interpret relevant Legislation and Australian Accounting Standards.
- Knowledge and ability to effectively operate or rapidly acquire proficiency in Council's computer systems including Technology One Suite of products (Finance, Budgeting, Assets, ECM), Pathways, Aurion, GeoCortex (Spatial/Graphical mapping system) and the MS Office Suite (high level of excel; word proficiency).
- Demonstrated communication (oral and written) and excellent interpersonal skills relevant to the position and strongly focused on the provision of quality customer service and attention to detail.
- Well developed consultation and negotiation skills.
- Proven ability to mentor and guide less experienced team members.
- Proven organisational and problem-solving skills, including the ability to prioritise, plan and organise workloads, and the ability to define and resolve problems.
- Demonstrated ability to work effectively in a team environment.
- 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.
- Goal Setting – Ability to set, define and deliver goals that are SMART – Specific, Measurable, Achievable, Relevant and Timely.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.

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- 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.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- 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.

### Qualifications

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

### Desirable Qualifications

- Studying towards or possess a current CPA membership (or similar professional qualification).

### Behaviours

- *Customer Service* – Ensure service delivery and advice remain focused on Council's customers and community outcomes.
- *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* – Act in accordance with Council's Code of Conduct.
- *Council Values* – Demonstrate behaviours aligned to Council's values: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development*.

### Leadership Capabilities

- Council's Leadership Capability Framework – meets standards of performance and behaviours in line with our Leadership Capability Framework and leadership level Transitioning to Leadership: *Build and maintain Trust; Deliver Results, Customer and Community Driven, Lead and Enable Change and Commit to Personal Growth*. **Further Information Appendix A.**

### Additional Requirements

- Ability to work in an office environment and outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

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## Delegations and Authorisations

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

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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.

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## 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.

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|----------------------------|-----------------|
| <b>Authorised By:</b>      | Manager Finance |
| <b>Signature:</b>          |                 |
| <b>Date:</b>               |                 |
| <b>Employee Name:</b>      |                 |
| <b>Employee Signature:</b> |                 |
| <b>Date:</b>               |                 |

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### Appendix A: Leadership Capability Framework – Leadership Level Transitioning to Leadership

| Key Leadership Capabilities | Leadership Standard / Behaviour                                | Standards / Behaviours Required at this Leadership Level                                                                     |
|-----------------------------|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Build and Maintain Trust    | <b>Engage and Inspire our People</b>                           | Engages and Inspires others to commit to a vision.                                                                           |
|                             | <b>Empower our People</b>                                      | Demonstrates trust and confidence in own and other's ability.                                                                |
|                             | <b>Enable Teamwork and Collaboration</b>                       | Enables and encourages teamwork and collaboration                                                                            |
|                             | <b>Effectively Communicate across the Organisation</b>         | Understands audience and chooses the most appropriate way to communicate with them.                                          |
|                             | <b>Build Effective Enduring Relationships</b>                  | Build effective and enduring relationships with others built on trust and respect.                                           |
| Deliver Results             | <b>Manage People Performance</b>                               | Supports employees to achieve work goals that align to Council's goals.                                                      |
|                             | <b>Develop our People</b>                                      | Identify and action opportunities to develop self and share learnings with others.                                           |
|                             | <b>Demonstrate Ethical and Accountable Decision Making</b>     | Develops own organisational, political and cultural awareness.                                                               |
|                             | <b>Demonstrate Organisational and Situational Awareness</b>    | Makes decisions within scope of responsibility.                                                                              |
|                             | <b>Maintain a Strategic Focus</b>                              | Understand how work aligns to Council's strategic objectives.                                                                |
|                             | <b>Plan and Organise Resources</b>                             | Plan and organise resources to deliver work of a high quality, safely, in a safe cost effective manner and within deadlines. |
| Customer / Community Driven | <b>Be Customer and Community Focused</b>                       | Delivers for our customer and community within area of expertise.                                                            |
|                             | <b>Manage customer and stakeholder relationships</b>           | Builds positive customer and stakeholder relationships.                                                                      |
| Lead and Enable Change      | <b>Lead Change Effectively</b>                                 | Champions and supports the successful implementation of change.                                                              |
|                             | <b>Lead Continuous improvement and Innovation</b>              | Identifies and enables continuous improvement opportunities.                                                                 |
| Commit to Personal Growth   | <b>Commit to Personal Growth and Learning Agility</b>          | Commits to personal growth and developing learning agility.                                                                  |
|                             | <b>Lead with Emotional Intelligence</b>                        | Develop self-awareness and resilience.                                                                                       |
|                             | <b>Build and maintain Technical and Operational Competence</b> | Develops and maintains own technical and operational competence.                                                             |