

# Management Accountant POSITION DESCRIPTION



<b>Position Number:</b>	3473
<b>Department:</b>	Corporate Services
<b>Section:</b>	Finance
<b>Unit:</b>	Accounting Services
<b>Position Status:</b>	Permanent Full Time
<b>Classification:</b>	Level 5 – Rockhampton Regional Council Certified Agreement 2022 – Internal Employees
<b>Reports To:</b>	Commercial Accounting Supervisor
<b>Revised:</b>	April 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.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

## Specific Responsibilities

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

- 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;

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- Research and preparation of standard and non-standard journals, maintenance of the accounting structures, preparation of returns as required and establishing automated processes.
- 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.
- Provision of financial modelling and economic evaluation.
- Perform infrastructure investment analysis and provide input into business case development.
- Exercise high level judgement, initiative, confidentiality and sensitivity in the performance of work.
- Contribute and take a leading role as required, in compliance and report non-compliance in accounting/financial practices within Council.
- Assist with the annual audit, and monitoring of internal control procedures for audit purposes.
- 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

- 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.
- Demonstrated ability to effectively operate Council's computer systems including Technology One Ci Anywhere Suite, and the MS Office Suite, in particular Excel.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- 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.
- Time Management – Ability to plan and organise tasks/work to meet objectives 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.

### Qualifications

- Degree qualification in Business majoring in Accounting and equivalent demonstrated experience.

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## 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 and outdoor environment.
- Ability to legally operate a motor vehicle under a “C” Class Licence.
- A willingness to undertake a Functional Capacity Evaluation to satisfy the inherent physical requirements of the position.
- 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 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.

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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.

<b>Authorised By:</b>	Manager
<b>Signature:</b>	
<b>Date:</b>	
<b>Present Incumbent:</b>	

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<b>Signature:</b>	
<b>Date:</b>	