



POSITION DESCRIPTION

Directorate: Community Services Directorate

Position Number: P27041

Division: Corporate Services

Classification: ASO6

Business Unit: Finance and Budget

Location: 220 London Circuit

Position Title: Management Accountant

Last Reviewed: March 2024

DIRECTORATE OVERVIEW

The ACT Government Community Services Directorate (CSD) has responsibility for a wide range of human services functions in the ACT, including multicultural affairs, community services, older people, women, public and community housing services and policy, children, youth and family support services and policy, Child and Family Centres, homelessness, community engagement, Aboriginal and Torres Strait Islander Affairs, domestic and family violence support and policy, and community disaster recovery.

CSD provides staff with flexible working arrangements, access to a range of varied and interesting roles and training that is tailored to career goals. Staff working in CSD are expected to demonstrate quality customer service, problem solving and teamwork skills, be willing to continuously improve, adapt to change, be outcome focused and accountable for their actions.

CSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

Further information relating to CSD can be found at <http://www.communityservices.act.gov.au>.

DIVISION OVERVIEW

Corporate Services is responsible for the provision of advice and support services to the Community Services Directorate (including Housing ACT), Senior Executives and the Minister's Office. On a day-to-day basis, the group is responsible for the financial services, audit and risk management, people management, industrial relations, information management, media and communications, and fleet and facilities management.

BUSINESS UNIT OVERVIEW

The Finance and Procurement Branch is responsible for budgeting and financial management and goods and services procurement in CSD. The Branch is the interface between the Directorate, ACT Treasury and ACT Procurement and provides support to business units. Specific functions include

internal and external budgeting, financial reporting, financial management, goods and services procurement and procurement reform.

WHAT YOU WILL DO

This position is responsible for assisting in preparation of the Directorate's annual budget; costing and analysis; developing internal budgets; the preparation of regular management and other reports; and financial management and processing. As an integral part of the team, this position also assists in the ongoing development and implementation of financial policies and processes.

1. Prepare monthly, quarterly, and annual management reports in accordance with required timeframes.
2. Maintenance of critical financial and budget applications in ensuring the integrity and its relevant reconciliation.
3. Provide ongoing support to business units through financial analysis, financial processing, and cost modelling.
4. Assist in the development of the Directorate's budget, forward estimates, and budget papers.
5. Coordinate and provide input into the internal budget process in liaison with business units.
6. Provide input into various ACT and Commonwealth government reports in liaison with business units.
7. Assist in the development and implementation of financial policies and processes.
8. Other duties as directed.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated analytical and problem-solving skills, including strong MS Excel skills.
2. Demonstrated ability to work, both individually and as a team with competing priorities and time frames.
3. Demonstrated understanding of accrual-based accounting principles and the implication of *Financial Management Act 1996* on public sector budgeting and financial management.
4. Well-developed interpersonal, communication and liaison skills, including demonstrated ability to maintain effective working relationships with internal and external clients.

Behavioral Capabilities

5. A demonstrated commitment to the implementation of the principles of workplace diversity, participative work practices, occupational health and safety and staff development and training.
6. Demonstrated ability to work effectively independently and as part of team.

Compliance Requirements / Qualifications

- Relevant tertiary qualification in accounting or equivalent is highly desirable
- Membership of professional accounting body or progress towards it is highly desirable

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Management Accountant and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Frequently
Graphical/analytical based	Frequently
Sitting at a desk	Frequently
Standing for long periods	Never
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Occasionally
Fixed or specified start/finish times	Never
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Never
Working in a call centre environment	Never
Working directly with the public	Never

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Never
Lifting 5 – 10kg	Never
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Never
Push/pull	Never
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Never
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Never
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never