

Job Description : Management Accountant

POSITION TITLE:	Management Accountant
POSITION NUMBER:	FI009
CLASSIFICATION LEVEL:	SO C
POSITION LOCATION:	Alice Springs
RESPONSIBLE TO:	Financial Controller
LAST REVIEWED:	December 2024

KEY FUNCTIONS

As a key member of the finance team contribute to the overall requirements of the section preparing accounts, reconciliations, internal and external reporting, other reports and carrying out tasks consistent with the broad functions of the section.

RESPONSIBILITIES AND DUTIES

1. Assist in maintaining proper financial records in line with audit, reporting and management requirements.
2. Assist in preparation of half yearly and annual financial statements in line with applicable accounting standards, principles and relevant guidelines from Finance Minister's Orders (FMO's); liaise with auditors as needed to resolve queries.
3. Assist the Senior Financial Accountant with the annual FBT return.
4. Establish and maintain effective liaison with other operational units within the organisation.
5. Responsible for maintaining proper financial records for the Native Title grant received by CLC, and liaise with NTU Manager for reporting purposes.
6. Responsible for maintaining proper financial records and reporting for the Community Development Unit, covering CLC Operations, LUTA and AAMC.
7. Assist with processing and review of monthly journals, statements, uploads and reconciliations where required, including reconciliation of major accounts.
8. Coordinate Grant Accounting Officer and LUTA Accountant.
9. Oversee monthly Grant and LUTA reporting providing a brief summary for review by the Financial Controller.
10. Timely, accurate checking and processing of EFT remittances and sundry cheque payments
11. Other duties that are safe, legal and logical while being within the limits of employee's skill, competence and training consistent within the classification structure.
12. Act as the back up to the Senior Financial Accountant as CLC NAB Security Officer.
13. Act as the back up to the Senior Financial Accountant as CLC ATO Admin Manager.

MONITORING AND COMPLIANCE REQUIREMENTS

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| <ul style="list-style-type: none"> • Aboriginal Land Rights (NT) Act, 1976 • Northern Territory Aboriginal Sacred Sites Act • Native Title Act, 1993 • CLC Corporate Plan • CLC Enterprise Agreement and Code of Conduct • CLC Risk Management Plan • Industrial Relations Legislation • Public Governance, Performance and | <ul style="list-style-type: none"> Accountability Act 2013 (PGPA Act) • Work Health & Safety Act (Cwth) 2011 • Workers Compensation Legislation • Anti-Discrimination and Privacy Legislation • Fringe Benefits Assessment Act (Cth) • Goods and Services Tax (A New Tax System) (Cth) • Australian Accounting Standards and • CLC Policies and Procedure |
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WORKING RELATIONSHIPS

- Reports to and receives direction from Financial Controller.
- Manages Grant Accounting Officer and LUTA Accountant.
- Work collaboratively with all other staff of the Finance Section in making positive contributions to the CLC's performance;
- Works closely and collaboratively with other operational sections of the CLC in performing the functions of the position and to ensure effective coordination with CLC policy development and achievement of organisation goals; and
- Develops and maintains good working relationships with CLC constituents, partner organisations, and government and non-government agencies relevant to the functions of the positions.

EXTENT OF AUTHORITY

- Financial authorisation as per the CLC Purchasing and Procurement Policy.

SELECTION CRITERIA

ESSENTIAL

1. Bachelor level degree in Accounting/Commerce/Economics (providing entrance membership to CPA/CA or equivalent – or actively working towards equivalent, and able to attain such qualification).
2. A working knowledge of computerized financial systems for the efficient processing of data and distributed reporting.
3. Experience with commercial accounting software systems.
4. Knowledge of and experience in accounts processing work with attention to detail and accuracy.
5. Demonstrated ability to achieve operational objectives, to set priorities and undertake new tasks quickly, be flexible and accommodate change and respond effectively to challenges with a high level of personal responsibility.
6. High level of communication and interpersonal skills including the ability to prepare reports and general correspondence to meet financial reporting requirements and communicate with staff, clients and the general public, and with Aboriginal people in particular.
7. Mature and responsible work ethic, well organised, have good time management skills and the ability to work with minimal supervision.
8. A flexible, efficient, good-humoured and logical approach to workplace issues and problem solving, and a degree of diplomacy and discretion when dealing with staff issues or confidential information.
9. General computer experience across a range of applications, including Microsoft Word, Excel and Outlook for word processing, spreadsheets, electronic filing and information retrieval systems.
10. Motivation and ability to work as a member of a collaborative team and make a valuable contribution in relation to the functions of the Finance Section.
11. Appropriate level of health and fitness to meet the rigours of remote fieldwork including driving long distances in a 4WD vehicle, changing tyres and lifting up to 20kg as necessary.
12. A current NT driver's licence and the ability to operate four-wheel drive vehicles safely in remote localities.
13. Must hold (or be capable of holding and apply for) an Ochre Card from SafeNT and undertake a National Police Certificate assessment if required.

DESIRABLE

1. Knowledge and understanding of the overall context in which the Central Land Council operates.
2. Knowledge of Aboriginal society and culture and an understanding of relevant contemporary issues.
3. Knowledge and experience of Aboriginal people in the Central Australian setting will be highly regarded.

APPROVED COPY: D24-79770

APPROVAL DATE: 09/12/2024

APPROVED COPY

Signed:Date

11/12/24

UNIT MANAGER

Signed:Date

11/12/24

GENERAL MANAGER

ACKNOWLEDGEMENT FOR RECEIPT OF POSITION DESCRIPTION

This Job Description forms part of the Contract of Employment and reflects the position at present time only, and may be changed at management's discretion in the future.

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Employee Name (Please Print)

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Employee Signature

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Date