



NORTH CENTRAL
Catchment Management Authority
Connecting Rivers, Landscapes, People

POSITION DESCRIPTION

Unit:	Corporate Services
Position Title:	Graduate Accountant
Reports to:	Financial Accountant
Location:	Huntly Office
Classification:	Band 5
Employment Status:	24 Month Contract
Hours of work:	Full time 38 hours per week, or part time by negotiation
SharePoint:	NCCMA-94-166
Date:	November 2018

1. The organisation

The North Central Catchment Management Authority (CMA) is the lead natural resource management (NRM) agency in north central Victoria. Delivering programs in partnership with communities and other agencies, the North Central CMA works to deliver lasting change for the region's four river catchments and the many natural resources assets they contain.

Our vision is for sustainably managed land, water and biodiversity resources that support productive and prosperous communities now and in the future. Our Mission is that we create natural resource management partnerships and programs that deliver lasting change.

We achieve this through:

- Connecting natural resource management activities;
- Enabling active communities and;
- Supporting sound decisions with knowledge.

As a Catchment Management Authority (CMA) we pride ourselves on integrating community values in the planning and coordination of land, water and biodiversity management. To achieve this goal we strive to provide a workplace and work practices that embrace and reflect the diversity of our community and support inclusion and participation by everyone. This supported by a workplace culture built on respect that is inclusive, adaptive and agile and can continue to enable increased participation by all members of our community in the protection of our natural environment.

2. Organisational Trademark and Behaviours

At North Central CMA, we strive to achieve our trademark, which is: *Knowledgeable, Engaging and Reliable*. To achieve this, we have committed to the following behaviours across all areas of our organisation:

- Seek to understand – embrace challenges and seek solutions
- Be honest and take responsibility – do what you say you will do
- See something, do something
- Show respect
- Actively engage



The North Central CMA's success is attributed to the knowledge and skills of our people. To maintain and exceed current levels of success and to chart our future direction with confidence, it is essential that we continue to employ people who are aligned to our trademark and can commit to these behaviours. Together with the appropriate skills and experience, this commitment is required to become a dedicated and valued member of our team.

3. Organisational objectives

The North Central CMA has been established to achieve integration in land and water management throughout North Central Victoria. The core business of the Authority delivers on accountabilities under the *Catchment and Land Protection Act 1994* and *Water Act 1989*, which primarily include:

- Coordinating the management of land, biodiversity and water resources through the development of the Regional Catchment Strategy (RCS);
- Enabling the regional community to provide local input to the planning and implementation of the RCS; and
- Formulating and delivering targeted interventions to protect the region's land, biodiversity and water assets.

The North Central CMAs strategic direction is also guided by other key Government strategic directions including: *Our Catchments, Our Communities*; *Water for Victoria*; *Protecting Victoria's Environment-biodiversity 2036*; *Victorian Waterway Management Strategy*; *Victorian Floodplain Management Strategy*; and *Victorian Climate Change Framework*.

The North Central CMA comprises a Board, which is directly responsible for strategic direction and which has final responsibility for the functions of the Authority

4. Position objectives

The position is part of the Corporate Services team reporting to the Financial Accountant and is responsible for supporting key financial functions, including; reconciliations, financial reporting, and providing advice and support to project staff in relation to financial day-to-day financial matters, including but not limited to:

- Assisting with effectively managing financial and management accounting responsibilities.
- Assisting with month end processes and ensuring reports are prepared in a timely manner and general ledger reconciliations are completed.
- Observe, implement and maintain sound internal and external reporting requirements dealing with business reporting.
- Provide support to the organisation for the effective use and maintenance of financial management systems.

5. Key roles and responsibilities

- Learning across every aspect of the Authorities Finance, Accounting, and key Technology Systems including enhancing and implementing change where improvements identified.
- Assist in the administration and reconciliation of core accounting processes and systems in daily, monthly and annual functions of the Corporate Services Team.
- Oversee and monitor Budget and Forecast reporting and performance for the organisation throughout the year.
- Assist with the development, testing and maintenance of improvements to the Technology One system to enhance service provision to the organisation.



- Maintain high-level financial support and reporting on a regular basis to Managers, Project Managers and Project Officers in relation to accounts, payroll and day-to-day financial matters.
- Maintenance of document management system processes and procedures to enable sustainable management of the organisation.
- Provide support and back-up to the Financial Accountant for critical day-to-day compliance and accounting functions.
- Assistance for provision of information requested by Management, the Board, internal and external auditors of the Authority.
- Other duties as determined by the Executive Manager - Corporate Services from time to time.

6. Key selection criteria

- An appropriate tertiary qualification in accounting, business, commerce or a related discipline.
- Sound organisational skills with the ability to work independently to meet deadlines.
- Aptitude to learn new systems and processes.
- Sound problem solving skills and the ability to undertake basic financial analysis.
- Excellent written and verbal communications skills and the ability to form sound business relationships with stakeholders and work as part of a team.

7. Other Selection Criteria and Special Position Requirements

- Proficiency in the use of information technology, including word-processing, spreadsheets and databases, voicemail and email, etc.
- Knowledge of EEO and OH&S principles and practices as they apply in the Victorian Public Service.

8. Organisation Relationships

Reports to: Financial Accountant
Internal Liaisons: All staff
External Liaisons: DELWP, other CMA's and third-party systems support providers

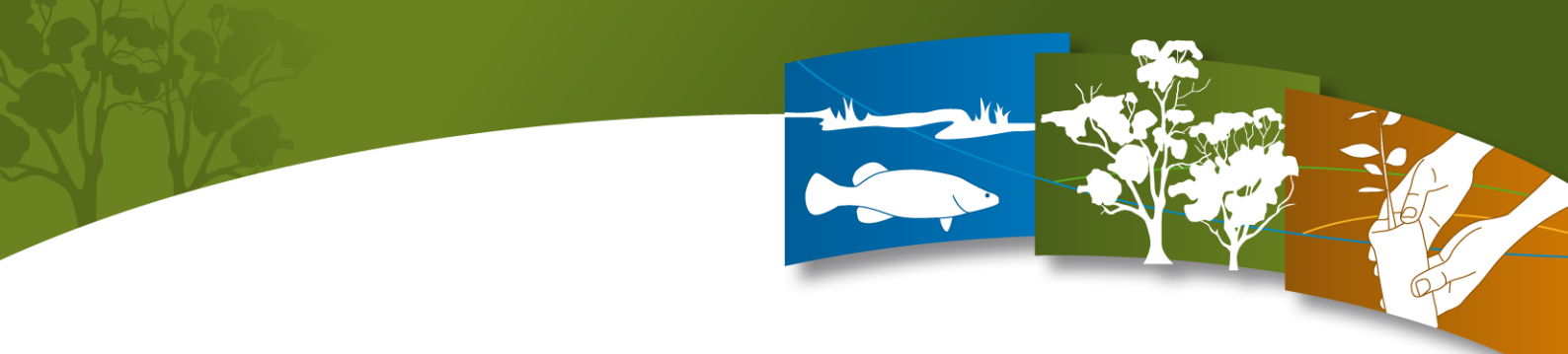
9. Occupational Health and Safety

- Ensure all appropriate actions are taken to observe the Occupational Health and Safety Act 2004 and relevant legislation
- Adherence to all North Central CMA OH&S policies and procedures

10. Multi Skilling

Any employee may be directed to carry out such duties as are within the limit of the employee's skills, competence and training, provided that such duties do not promote a narrowing of the employee's skill base.

Provided that where an employee is directed to carry out any work within their classification band or work of a lower band, such work shall be performed without reduction in salary.



Provided further that where an employee is directed to carry out work of a higher band, the provisions of the higher duties clause of the NCCMA Enterprise Agreement shall apply.

Further information on the North Central CMA may be obtained from www.nccma.vic.gov.au.

11. Job Characteristics

11.1 Accountability and extent of authority

The incumbent will be directly supervised by more senior staff that will set work plan objectives within North Central CMA policies, procedures and budgets. Their work will be governed by clear objectives with regular reporting mechanisms and frequent consultation with more senior employees.

11.2 Judgement and Decision Making

The incumbent will work within the North Central CMAs policies and procedures, will be able to work as a member of a team or independently as required. Whilst some problem solving may be technical in nature, the decisions made are generally based on established practices, procedures and previous experience. The role will also be required to provide recommendations to more senior staff to support the development of projects, systems or processes. Guidance will be available when making decisions.

11.3 Specialist Knowledge and Skills

The incumbent will have knowledge of relevant accounting and financial processes and the ability to apply their knowledge to a range of related tasks. The role requires a thorough understanding of relevant technology, procedures and processes within their team and an understanding of the long-term goals of the wider organisation.

11.4 Management Skills

The incumbent will be able to plan and manage their own time and deliverables with supervision from the Financial Accountant with the ability to prioritise tasks in accordance with their work plan objectives and the set timeframes.

11.5 Interpersonal Skills

The incumbent will have good oral communication skills (including presentation skills) and good written communication skills. They will have the ability to work closely with and gain cooperation of colleagues and stakeholders internal and external to the organisation. The role requires the ability to work with others to resolve issues within their team and the wider organisation.

11.6 Qualifications and Experience

An appropriate Undergraduate Degree in accounting, business, commerce or a related discipline.



12. Other Relevant Information

- The North Central CMA is an EEO employer and operates in a smoke free environment

For further information on this position, please visit www.nccma.vic.gov.au or call 5448 7124.

Note:

The purpose of a position description is to provide a job summary that can be used to assist in a number of management activities including recruitment, induction, training, performance management, job evaluation, and job design. Position descriptions are supported by, and should be read in conjunction with, other NCCMA documents such as letters of appointment, lists of duties, policies and procedures, codes of practice and any other materials that provide details about what is to be achieved and how the job is to be performed.

As many jobs evolve over time, position descriptions need to be reviewed regularly (for example at the annual performance discussion) and updated where there have been significant changes to any of its elements.