



NORTH CENTRAL
Catchment Management Authority
Connecting Rivers, Landscapes, People

POSITION DESCRIPTION

Unit:	Finance & Corporate Services
Position Title:	Financial Accountant
Reports to:	Finance & Corporate Services Manager
Location:	Bridge St, Bendigo
Classification:	Band 7/8
Position Number:	N/A
Employment Status :	Full Time
Hours of work:	38 hours per week
DM :	56506
Date:	October 2011

1. The organisation

The North Central Catchment Management Authority (CMA) purpose is to protect and enhance the integrity of our catchments.

Our vision is to be a benchmark organisation working in partnership with our communities to deliver enduring natural resource management outcomes.

2. Organisational Trademark and Behaviours

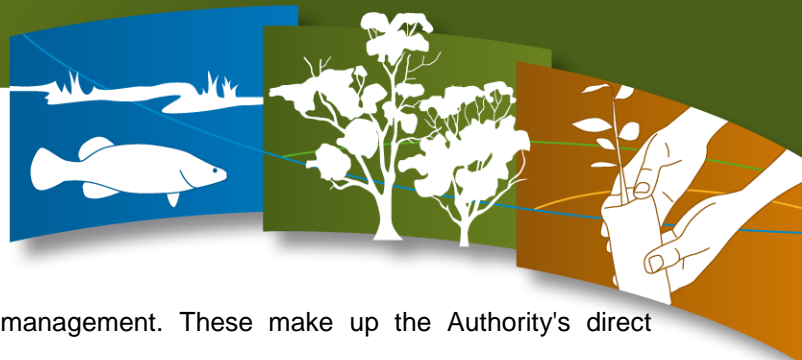
At North Central CMA, we strive to achieve our trademark, which is: *Innovative, Knowledgeable* and *Reliable*. To achieve this, we have committed to the following behaviours across all areas of our organisation:

- 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. This is achieved primarily through the Authority's role in developing and implementing the North Central Regional Catchment Strategy. The North Central CMA has other functions under the *Catchment and Land Protection Act 1994*, which entail the provision of advice to the Victorian



Government on regional priorities for catchment management. These make up the Authority's direct business.

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. In turn, a Natural Resource Management Committee provides the Board with a community perspective on North Central CMA projects.

4. Position background

This position has been developed to manage the external reporting and compliance responsibilities within the North Central CMA and provide broader finance support to the Executive Manager – Finance & Corporate Services

5. Position objectives

- To effectively work within the finance team with a primary focus on external reporting and compliance
- Develop and implement sound internal and external reporting requirements with a focus on streamlining and simplification
- To ensure current and future finance policies and procedures are maintained and complied with.
- Provide financial advice to senior management and team leaders in relation to financial reporting and day-to-day financial matters.

6. Key roles and responsibilities

External Reporting and Compliance

- To ensure external reporting requirements are complied with in a timely and efficient manner
- Provide financial advice to senior management and team leaders in preparation of external reporting
- To ensure there is a clear link between internal and external reporting
- Assist with the development of systems, processes and procedures to enable sustainable management of the organisation
- Represent, as required, the Authority in meetings with Government Departments, partner agencies.

Internal Financial Support

- To ensure there is a clear link between internal and external reporting
- Management of the direct deposits and direct debits processed through the Authority bank accounts.
- Manage the finance function to provide the required service to the organisation and assist the Executive Manager – Finance & Corporate Services to maintain financial viability.
- Provide high-level financial support / reporting on a regular basis to Executive Managers, Managers, Project Managers and Project Officers in relation to accounts and day-to-day financial matters.

- Work closely with the Management Accountant including general knowledge of each others roles and a willingness to support each other as dictated by workload.

7. Key Selection criteria

- Tertiary education at degree level in Business or Commerce is required as a minimum. Applicants with or working towards CA/CPA qualifications will be highly regarded.
- A minimum of five years experience in a financial accounting role managing accounts payable, accounts receivable, payroll and the preparation financial reports is required.
- Sound commercial skills to assist with the provision of internal financial advice to maintain the financial viability of the organisation.
- Sound project management skills.
- Ability to prepare formal documentation to the highest standard for submission to Stakeholders, Funding Bodies, Board and Senior Management.
- Able to undertake basic financial analysis to provide initial assessments of opportunities.
- Ability to manage a small diverse team of people
- Sound problem solving skills
- Excellent written and verbal communications skills
- Able to form business relationships easily and to liaise with external stakeholders
- Think laterally and develop concepts into practical opportunities

8. Other Selection Criteria & Special Position Requirements

- Competency with MS Word and Excel and the ability to master other computer programs as required.
- Experience working within a government organisation and dealing with external reporting requirements would be advantageous
- An understanding of the range of CMA functions would be desirable.
- Ability to travel between CMA offices. While the position is based in Bridge St Bendigo, the incumbent will be required to work at the Huntly office on a regular basis
- Requirement to travel to and attend meetings in Melbourne and other CMAs on an occasional basis

9. Organisation Relationships

Reports to: Executive Manager : Finance & Corporate Services

Internal Liaisons: All staff

External Liaisons: DSE, other CMA's and third party systems support providers

10. 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

11. 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 his/her 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.

12. Job Characteristics

12.1 Accountability and extent of authority

The incumbent freedom to act and make decisions is governed by Accounting practices and standards, organisational policies and procedures and the relevant legislation.

Decisions made by the incumbent may have significant effect on the Finance and Corporate Services function and across the organisation.

12.2 Judgement and Decision Making

The role requires sound problem solving skills and the ability to contribute to the development and implementation of organisational policy and procedures.

Whilst decisions based on policies and procedures can be made independently, guidance is not always available. However, where a decision regarding a new issue/problem arises the incumbent is required to put forward their solution to the Executive Manager : Finance & Corporate Services (or appropriate senior manager) for consideration/approval.

12.3 Specialist Knowledge and Skills

The incumbent is required to have specialist knowledge of budgeting and relevant accounting and financial processes

The incumbent must have an understanding of the longer term goals of the North Central CMA and of the legal, socioeconomic and political context within which the organisation operates.

12.4 Management Skills

Skills in managing time, setting priorities, planning, organising own and other work to achieve specific and set objectives in the most efficient way possible within set timeframes and despite conflicting pressures.

12.5 Interpersonal Skills

The role requires the ability to persuade, convince and negotiate with staff and managers and to liaise with counterparts in other organisations to discuss and resolve specialist problems.

Assistance to the Executive Manager : Finance & Corporate Services is required to build the knowledge and capability within the Finance team.

12.6 Qualifications and Experience

Tertiary education at degree level in Business or Commerce is required as a minimum. Applicants with or working towards CA/CPA qualifications will be highly regarded.

Several years relevant experience in a financial accounting role managing accounts payable, accounts receivable, payroll and the preparation financial reports is preferred.

13. 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.

Applications marked 'Confidential' and addressing the key selection criteria should be e-mailed by the closing date of **5pm, Friday November 11th** to the hrmanager@nccma.vic.gov.au or posted to

HR Manager
North Central CMA
PO Box 18, Huntly VIC 3551.

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.