

# Position Description



<b>Position Title</b>	Management Accountant		
<b>Position Number</b>	TBC	<b>Team</b>	Administration
<b>Classification</b>	TBC	<b>Reports to</b>	Chief Executive
<b>Workplace Agreement</b>	Mount Barker District Council Inside Staff Enterprise Agreement No. 9, 2021	<b>Reports</b>	Direct: -
			Indirect: -

## Role Purpose

What is the reason for the role's existence and the key contribution to GMB Water's success?

This role provides financial oversight to GMB Water's management and financial accounting activities, providing advice and support on financial performance including budgeting and forecasting, analysis and reporting, accounting policy and capital management supported by high quality analysis and interpretation of the drivers of financial performance using financial models and other tools to drive continuous improvement in financial management.

## Key Objectives

What are the key objectives / results to be achieved unique to this role? (3-6 key accountabilities)

Key Objectives	Objective Details (2-8 per accountability)
Business accounting to support top management and the Board in undertaking the statutory duties of their roles	<ul style="list-style-type: none"> <li>• Liaise with MBDC Finance team to ensure transactional accounting tasks are completed on time and in accordance with applicable legislation, relevant accounting standards and other GMB Water requirements</li> <li>• Participate in development and implementation of policies and procedures relating to business, asset and other accounting activities to ensure operations are in accordance with legislative and other requirements</li> <li>• Ensure recommendations on investment of surplus funds and loan management, to minimise net interest expense with support of external expert advice, are being provided to the GMB Water ARC and Board for review and endorsement</li> <li>• Work with the MBDC Finance team to implement internal financial controls including participation in external audit and implementation of recommendations from audits</li> <li>• Undertake annual modelling of customer pricing using defined tariff models and ad-hoc modelling to support the Manager Business Development in negotiations with developers and other third parties</li> <li>• Liaise with MBDC Finance team in regard to insurance, including provision of information to support management of claims received and made</li> </ul>
Provision of financial reporting to support the business and meet regulatory and legislative requirements	<ul style="list-style-type: none"> <li>• Preparation of monthly management and board reporting</li> <li>• Work with the MBDC Finance team on management and completion of month end accounting processes</li> <li>• Liaise with the MBDC Finance on the timely and accurate preparation and submission of BAS and FBT returns to the ATO including provision of advice to management to ensure GMB Water's processes are compliant with ATO requirements</li> <li>• Work with the MBDC Finance team in regard to the preparation of the annual financial statements, returns and schedules of GMB Water to ensure conformance with commercial practice and the Local Government (Financial Management) Regulations and guidelines</li> </ul>

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	<ul style="list-style-type: none"> <li>• Support annual reporting to regulators including, but not limited to, reporting to ESOSA, SA Health, OTR, EPA, and BoM</li> <li>• Collaborate with relevant MBDC teams to develop real time reporting, including dashboards, of financial information suitable for various audiences within GMB Water</li> <li>• Work with relevant teams to support grant applications and associated grant aquital processes to ensure the effective and timely aquital of grants</li> </ul>
Lead budget development and long term financial modelling to ensure long term financial sustainability of the business and ensure prudent and efficient investment decisions	<ul style="list-style-type: none"> <li>• Coordination of preparation of GMB's annual budgets and Long Term Financial Plans, in partnership with the MBDC Finance team, based on bottom up principles and assumptions provided by the team</li> <li>• Build and maintain a long term financial model for GMB Water to support strategic decision making and ensure medium to long term financial sustainability of GMB Water</li> <li>• Lead legislated budget reviews for GMB Water</li> <li>• Build a rolling forecast using assumptions provided based on YTD + 1 year</li> </ul>
Ensure accurate asset accounting and asset revaluations are undertaken to support asset management plan development and asset planning	<ul style="list-style-type: none"> <li>• With the MBDC Asset Accountant undertake asset capitalisation on completion of capital investment projects including both major projects and asset renewals</li> <li>• Support the Manager Planning with asset revaluation and capture of revaluation information in appropriate asset and financial accounting systems</li> <li>• Provide information to support the Manager Planning with routine updates to the Strategic and other Asset Management Plans and ensure planned capital investment in asset renewal is captured in the long term financial model</li> </ul>
Provide support for the development of business cases and capital project accounting	<ul style="list-style-type: none"> <li>• In collaboration with the Manager Capital Delivery develop a standardised approach to project financial reporting and forecasting to support ABP, LTFP, AMP development and routine management and Board reporting</li> <li>• Provide financial modelling support for business case development (cost benefit analysis and scenario analysis) including information to support decision making and grant applications</li> <li>• Provide analytical and financial modelling for commercial and long term financial planning</li> <li>• Provide ad-hoc analysis as when required to support decision making</li> </ul>
Contribute to a collaborative culture, provide excellent customer service, and build and maintain strong stakeholder relationships	<ul style="list-style-type: none"> <li>• Provide sound advice as GMB Water's finance subject matter expert across all levels of the organisation on financial performance, budget management and accounting processes</li> <li>• Provide team training and support including, but not limited to, use of Magiq and Civica, financial acumen, and finance for non-finance staff training</li> <li>• Identify and implement efficiency and effectiveness measures and initiatives</li> <li>• Utilise diverse experience and skills to deliver effective outcomes</li> <li>• Foster positive working relationships and effective communication with internal and external stakeholders based on a model of collaboration, partnership, respect and success</li> <li>• Promote a positive corporate image of GMB Water and ensure services provided are customer focussed, timely and of a consistently high standard</li> <li>• Maintain our social licence to operate</li> </ul>

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## Key Relationships

What are the key interactions and areas of influence? (No more than 6)

Key stakeholder relations critical to the success of this are:

- GMB Water team – working with all team members to deliver strategic and role specific outcomes
- Stakeholders – consultation with key internal and external stakeholders, this may include external parties such as customers, community groups, regulators (ESCoSA, SA Health, OTR and EPA), Councils, Ombudsman and others
- Board and Committee members
- MBDC – for delivery of corporate services including, but not limited to, IT support, financial services, records management, customer service and communications support
- External providers and consultancy services – for delivery of good and services

## Skills and Knowledge

What knowledge, skills and experience does this role require? (Maximum of 8)

Knowledge, skill or experience	Essential Desirable or
Demonstrated experience in a financial and/ or management accounting or advisory role in a complex for profit or not for profit organisation, regulated utility, government department or local government entity	Essential
High level written and verbal communication, interpersonal, negotiation and conflict resolution skills, personal integrity and ability to deal with confidential matters	Essential
High level analytical, problem solving, strategic planning, and organisational skills, and the ability to use technology to achieve outcomes	Essential
Knowledge of applicable regulatory and statutory requirements including legislation	Desirable
Experience in applying and complying with current and new accounting standards and guidelines	Desirable
Extensive experience in the use of accounting software, financial management systems and advanced proficiency in Excel	Desirable
Bachelor of Accounting, Finance or Commerce, or other degree qualification or a similar discipline recognised by CPA or CAANZ	Essential
CA, CPA or CAANZ qualification or equivalent	Essential

## Special Conditions

What are the unique requirements of the role? [delete/add as appropriate]

- Expected to attend relevant Board and committee meetings
- Flexible work hours and some after hours as required
- Depending on the role you will be required to undergo initial and/or subsequent clearance checks to ensure your ongoing suitability for the role. These may include a criminal police check, traffic check, Working with Children and/or Working with Vulnerable People checks.
- Required to hold a current Class C South Australian drivers licence

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## Values and Behaviours Commitment

All employees are expected to become acquainted with and work in accordance with all GMB Water values and behaviours, policies, directives and work, health and safety responsibilities. This includes any changes or amendments GMB Water may make to these from time to time.

## Agreement

This position description reflecting the responsibilities, duties and skill requirements for the position has been discussed with and agrees to by:

Role	Name	Signature	Date
Employee			/ /
Leader			/ /
CEO/MD			/ /