

Position Description

CMA PD Number	223		
Position title	Assistant Accountant		
Team	Corporate Services		
Location	Irymple		
Position tenure	Permanent		
Time fraction	Part Time	Job share arrangement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Classification	Band 6	Salary range	
Delegation	<input type="checkbox"/> Financial <input type="checkbox"/> Human Resources <input checked="" type="checkbox"/> Not Applicable		
Child Safe Position	Working with Children Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Position Requirements	Driver's Licence <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Police Check <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

About Mallee Catchment Management Authority

Our Vision

Healthy and resilient landscapes being cared for by connected communities.

Our Profile

The primary role of Mallee Catchment Management Authority (CMA) is to facilitate integrated and ecologically sustainable management of natural, cultural, and productive landscapes occurring within the region. Programs and projects are developed to deliver against the region's priorities for these landscapes, as detailed in the Mallee Regional Catchment Strategy (RCS) and its associated sub-strategies and plans. The Mallee RCS is prepared under provision of the *Catchment and Land Protection Act 1994*, in partnership with regional stakeholders, as a framework for strategic action to support and focus the ongoing coordinated efforts of the region's land managers, government agencies and community groups.

Our Region

The Mallee CMA region covers 3.9 million hectares – about one fifth of Victoria. It is the largest catchment area in the state and runs along the Murray River from Nyah to the South Australian border, and south through vast dryland cropping areas and public reserves.

Mallee CMA investment planning and delivery are informed by the long-term (20 year) and medium-term (6-year) outcome targets established by the RCS for each of the following regional asset themes:

- Biodiversity
- Waterways
- Agricultural Land
- Culture and Heritage
- Community Capacity for Natural Resource Management.

The Mallee CMA also proudly supports Landcare in the Victorian Mallee.

Our values and behaviours

The Mallee CMA Board, management, and employees agree to work by the Victorian Public Service Values and Codes of Conduct. We aim to be a workplace of first choice through the development of a positive can-do culture that strives for excellence.

Position Purpose

The purpose of this position is to support the accounts, finance, and contracts administration functions. As the Assistant Accountant your role will primarily focus on the accounts payable function, whilst also having an opportunity to broaden your experience in general financial management. This will see you involved and exposed to a range of duties to support the Corporate Services Unit and wider organisation.

The position will process accounts payable invoices, contract claims, reconcile supplier statements, assist with resolution of discrepancies and processing Accounts Payable payment runs.

This role contributes to achieving Mallee Catchment Management Authority Business Objective 3 to strengthen our capacity to operate as a corporately and socially responsible organisation.

Responsibilities

Accounts Payable (AP)

- Accountable for timely and accurate processing of accounts payable invoices and contract claims, ensuring adherence to relevant Mallee CMA policies.
- Accountable for generating and processing Accounts Payable payment runs.
- Accountable for reconciliation of supplier statements and follow up of outstanding invoices and queries.
- Communicate with employees and suppliers to resolve billing queries.
- Accountable for creating and maintaining supplier and contract party details, including compliance verification requirements.
- Accountable for corporate card monthly processing and reconciliation.
- Undertake general goods and services purchasing as required, ensuring value for money and adherence to our Purchasing and Procurement Policy.

Support Financial Management

- Processing of accruals, prepayments, and general journals.
- Accounts Receivable and updating revenue contract schedule as required.
- Maintenance of fixed assets registers.
- Financial month-end activities.
- Maintain accurate and up-to-date financial records.
- Reconciliations including General Ledger and Balance Sheet.
- Assist with the preparation of budgeting and forecasting reports.
- Assist with audits and other financial reporting requirements.

- Assist with expense analysis, financial reporting, and tax lodgements.
- Undertake financial internal control checks.
- Assist with monitoring overdue commitments.
- Support the finance team with ad-hoc tasks as needed.
- Maintain confidentiality in respect to all relevant or appropriate matters.
- Support the administration requirements for contract activities as required.

Key Selection Criteria

- KSC1: Relevant experience in accounts payable and accounting software. This includes managing invoices, processing payments, and maintaining accurate financial records.
- KSC2: Excellent communication skills for interacting with suppliers and internal business units (departments). This includes providing payment status updates and resolving any disputes over billing amounts.
- KSC3: Proven ability to ensure accuracy when processing large volumes of invoices and financial data. This involves meticulous attention to detail to avoid errors and discrepancies.
- KSC4: Experience in reconciling vendor statements, resolving discrepancies and handling situations where invoices are received without proper authorisation or supporting documentation.
- KSC5: Proficiency in Microsoft Excel
- KSC6: Strong organisational skills to manage multiple tasks and deadlines effectively. This includes prioritising task in a busy finance team and ensuring timely payments to vendors.

Key Relationships

Reports to	Manager Safety and Business Services
Responsible for	Nil
Internal liaisons	Corporate Services Unit Project Officers and Managers
External liaisons	Contractors and Suppliers

Core Capability/Sub Capability	Capability Level Descriptor
Corporate Governance Knowledge of ISO systems L1 Financial Management L1 OHSW L1	Understands ISO/QMS policies and practices and works within the framework. Understands financial management policy and practice and works within to achieve compliance. Ensures work practices support employee wellbeing, personal safety, and the safety of others in accordance with policy and procedure. Reports incidents/hazards /injury and proactively works to improve OHSW.

<p>Professionalism</p> <p>Time Management L2</p> <p>Accountability L1</p> <p>Problem Solving L2</p>	<p>Manages time and maintains quality using tools effectively to assist with planning and organising even when faced with changing priorities.</p> <p>Understands role and takes responsibility for work actions and outcomes.</p> <p>Listens respectfully, facilitates the resolution of interested parties and colleagues' problems in respectful ways.</p>
<p>Project Delivery</p> <p>Procurement and Contract Management L1</p>	<p>Adheres to purchasing guidelines, achieves value for money and keeps records.</p> <p>Understands the process of contract management for delivery of services.</p>
<p>Continuous Improvement</p> <p>Technology and Systems L2</p> <p>Change Management L1</p>	<p>Supports the use of new technology and takes the opportunity to build new skills and identify opportunities to create efficiencies.</p> <p>Maintains a positive approach to change and demonstrates flexibility and adaptability in relation to new and different ways of working.</p>
<p>Interpersonal Communications</p> <p>Written Communication L1</p> <p>Verbal Communication L2</p>	<p>Prepares basic correspondence, project publications and promotional material, emails, and reports using clear concise and grammatically correct language.</p> <p>Communicates clear, culturally appropriate, respectful and consistent messages to interested parties and other staff and listens to feedback.</p>

Personal Attribute	Descriptor
<p>Self-disciplined</p>	<p>Manages own time to achieve key outcomes.</p> <p>Avoids distraction and diversions.</p> <p>Is organised and methodical.</p>
<p>Collaborative</p>	<p>Works with others to achieve common goals.</p> <p>Engenders a spirit of teamwork.</p> <p>Inspires trust.</p>
<p>Flexible</p>	<p>Adapts to changing circumstances in the workplace.</p> <p>Prioritises work and addresses what is most important.</p> <p>Takes advantage of new and emerging opportunities.</p>

Qualifications

- Relevant qualification or studying towards a qualification in Accounting, Finance or a similar field

Desirable

- Degree qualified with plan to start or be studying a professional qualification e.g. CPA (or associated member), CIMA (Chartered Institute of Management Accountants or equivalent)

Position specific requirements

- Relevant experience in accounts payable processing, financial management, contract administration support or similar role
- Strong numeric and analytical skills
- High level of accuracy and attention to detail
- Proficient in Microsoft Office Suite
- Familiar with accounting software
- Experience with Technology One Financial suite of programs desirable
- Demonstrated ability to problem-solve and use initiative
- Excellent verbal and written communication skills
- Possess a high level of personal integrity, positive attitude, and strong work ethic. High level of tact, diplomacy, and confidentiality

Other relevant information

Gender Equality, Diversity and Inclusion

We are creating an environment of:

- Respect – treating people as individuals and valuing their contribution to Mallee CMA
- Safety – creating a safe environment for difference
- Support – achieving organisational outcomes and growth through understanding
- Awareness – identifying your own beliefs and biases and the uniqueness of others
- Flexibility – acknowledging the benefits of change and balance in meeting stakeholder and employee needs.

Flexible and Adaptable

We want flexibility to be embraced by all demographic groups and at all stages in our careers. Thinking about how we design jobs and working environments so that it makes it easier for all our people to work in a flexible way is a starting point. It's important to note that the type of flexible work engaged in will vary with the nature of the job and the business area. Change and the quality of how we communicate are the key to success allowing managers and employees the opportunity to be adaptable to the ongoing changing environment in which we work.

Health and Safety

Mallee CMA is committed to the effective management of occupational health, safety, and wellbeing, which ranks equally with all other operational considerations. It is the aim of Mallee CMA to minimise the risk of injury and disease to our employees and other persons by adopting a planned and systematic approach to the management of occupational health and safety and providing the resources for its successful implementation and continuous improvement.

Privacy

The collection and handling of applications and personal information will be consistent with the requirements of the *Privacy and Data Protection Act 2014*.

Pre-employment Screening



As part of the recruitment process, you may be required to undergo pre-employment screening.

Position Description Approved			
The details contained in this Position Description are an accurate statement.		As the incumbent, I have read and understand the responsibilities, capabilities and role requirements as detailed in this document.	
_____	_____	_____	_____
Chief Executive Officer	Date	Incumbent	Date