



Job Description Form

Our Purpose

To provide safe, customer-focussed, integrated and efficient transport services.

Position Title

Management Accountant

Level

4

Position Number

33095, 33431, 34479,
35133

Division/Directorate

Finance and Contracts

Branch/Section

Management Accounting

Effective Date

July 2019

Health Task Risk Assessment Category

5

Reporting relationships

Superordinate: Manager, Management Accounting, Level 7

Subordinates: No Direct Reports

Key role of this position

Provides management accounting services to Divisional business units within the Public Transport Authority (PTA).

Core duties and responsibilities

Divisional Accounting

- Coordinates, prepares, and monitors operating and capital budgets for the respective Divisions.
- Prepares, analyses and presents management reports and KPI's.
- Prepares and codes payments to creditors, invoicing of external works and maintenance of payments on corporate credit cards.
- Prepares journals and end of period adjustments.
- Facilitates expense allocation, improves cost attribution structures and information for management.
- Assists with the preparation of the monthly Financial Report, including variance analysis.
- Provides financial input into business reviews.

Divisional Leadership and Management

- Contributes to the annual business planning cycle.
- Attends monthly Divisional business meetings to provide financial analysis.
- Contributes on an ongoing basis as a member of the respective Division's management team.

Corporate Accounting

- Reconciles Balance Sheet and Profit and Loss items.
- Assists in the preparation and completion of accounts and KPI's for inclusion in the Annual Report ensuring compliance with the PTA's accounting policies, the Financial Management Act and Australian Accounting Standards.

- Assists in the preparation of the PTA's corporate plan and budget.
- Contributes to the development and monitoring of accounting policies and procedures throughout the Public Transport Authority in relation to budgets and financial management.
- Carries out ad hoc investigations, prepares reports and undertakes other duties as required.

SELECTION CRITERIA

1. Core Competencies

- Tertiary qualification in Accounting, Finance, Commerce or Business.
- Considerable management accounting experience (including budgeting) in an accrual-based environment, including well developed use of corporate accounting systems and Excel spreadsheets.

2. Communication and Interpersonal

- Well developed interpersonal, verbal and written communication skills.
- Well developed team building skills and ability to develop a rapport with internal and external stakeholders on a range of accounting and finance issues.

3. Conceptual, Analytical and Problem Solving

- Proven ability to evaluate and design management information to address financial and operational performance.
- Well developed analytical skills, including a proven ability to resolve management accounting issues within time, financial and corporate constraints.

4. Organisation

- Well developed planning and organisation skills, including the ability to meet timelines.

5. Special Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Managing Director / Executive Director / General Manager

.....
Signature

.....
Date

Employee

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....
Signature

.....
Date

