



METROPOLITAN
CEMETERIES BOARD



JOB DESCRIPTION FORM

OUR VALUES: Compassion, Respect, Understanding and Integrity



Management Accountant

Classification: Level 6 **Division:** Corporate Services
Position Number: 1015 **Directorate:** Finance
Location: Metropolitan sites **FTE Managed:** Nil
Leadership Context: Personal Leadership
Award/Agreement: GOSAC/PSCSA Agreement 2022 (as amended)

About the position

The [Management Accountant](#) is responsible for providing high level management accounting services through the preparation of annual budgets, maintenance of long-term budget plans, financial modelling and scenario planning and reports to the Board, Treasury, MCB executive and other key stakeholders. The role also provides accounting advice to management on such matters as the preparation of business cases, budget submissions and associated accounting procedures and requirements.

About the Metropolitan Cemeteries Board

The Metropolitan Cemeteries Board (MCB) is a statutory authority responsible for the sustainable management of cemeteries in the Perth metropolitan area: Fremantle, Guildford, Karrakatta, Midland, Pinnaroo Valley Memorial Park, Rockingham Regional Memorial Park and Gnangara Aboriginal Cemetery.

The MCB is a leader in cemetery management, delivering caring and sensitive experience with burial, cremation, memorialisation, community engagement and record keeping services, and is responsible for the licensing of Funeral Directors and Monumental Masons operating at MCB cemeteries.

The Management Accountant contributes to a small team that manages revenue that is raised from fees and charges for the services and products provided at MCB's cemeteries and allocated for the provision of current and future operations and the development of facilities.

Corporate responsibilities

- Works within corporate policies and procedures, acts with integrity and demonstrates ethical behaviours with the MCB Code of Conduct.
- Takes reasonable care to protect your own health and safety at work, and that of others by co-operating with the health and safety policies and procedures and complying with applicable work health and safety legislation.
- Performs other duties as required.



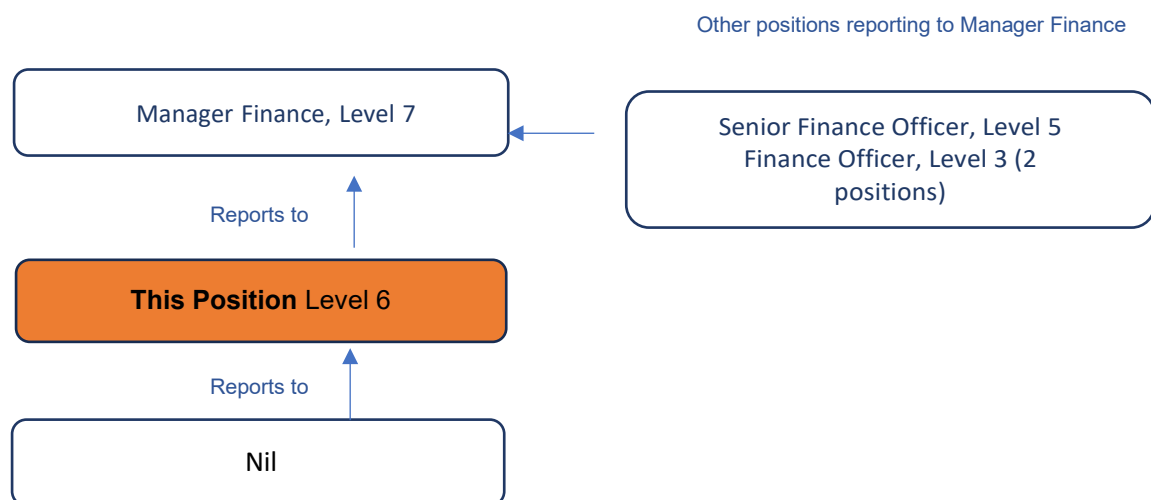
We are only as good as our people

What the position involves

Management Accounting

- Management of long-term budget planning, financial modelling and scenario planning in conjunction with the Manager Finance and Chief Financial Officer.
- Responsible for the preparation of financial information for the Budget Papers, Strategic Development Plan and Statement of Corporate Intent.
- Assists with the preparation of annual financial statements and reports to the Board, Treasury, Corporate Executive and other key stakeholders.
- Undertakes financial forecasting, trend analysis and other financial analyses in support of MCB's activities.
- Continually assesses management performance and alerts the Manager Finance of impending risk and suggests pre-emptive management strategies.
- Provides management accounting advice to management including the preparation of business case and financial submissions and associated accounting procedures and requirements.
- Assists in audit processes, particularly for the end of financial year.
- Contributes towards the maintenance of the General Ledger and Chart of Accounts
- Reviews and undertakes end of period budget and actual adjustments and ensures completeness and accuracy of all financial period end data.
- Contributes to the ongoing maintenance of the Financial Management Manual.
- Undertakes project work and provides project support as required.

Reporting relationships



Capabilities required – the behaviours necessary to perform the role

We consider all our people leaders and as such we expect our people to adopt the expected behaviours and associated mindsets outlined in Building Leadership Impact and Leadership Expectations. For this role the expected behaviours are demonstrated in the context of [Personal Leadership](#). The Personal Leadership context is about the work of individuals not yet in traditional leadership positions who make a direct and immediate difference to the agency.



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- **Lead collectively:** You take responsibility for your own work and provide quality service.
- **Think through complexity:** You use common sense to research, analyse and make evidence based recommendations.
- **Dynamically sense the environment:** You seek to understand issues and problems before reacting.
- **Deliver on high leverage areas:** You take responsibility for managing your work to achieve results.
- **Build capability:** You actively contribute to the development of the team's capabilities, and provide technical and professional support to your peers.
- **Embody the spirit of public service:** You recognise the direct impact on the reputation of the sector through your actions and work practices.
- **Lead adaptively:** You are willing to learn and extend your knowledge and skills.

Work related requirements - matching the right person to the job

The selection process includes assessing applications against the role specific requirements listed below and includes the ability to demonstrate how you apply the expected behaviours.

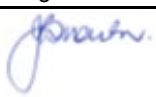
1. A degree in Accounting suitable for admission to a professional accounting body (CPA Australia, Institute of Chartered Accountants or Institute of Professional Accountants) (**deliver on high leverage areas, dynamically sense the environment**).
2. Substantial experience in management accounting including modelling, budgeting practices and the use of financial management systems (**lead adaptively, build capability**).
3. Sound understanding of the Financial Management Act 2006, Treasurer's Instructions and Australian Accounting Standards (**embody the spirit of public service**).
4. Well developed planning, organisational, analytical and problem solving skills (**lead collectively, think through complexity**).

Other requirements

- A satisfactory National Police Clearance check.

The Government of Western Australia acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters, and community. We pay our respects to all members of the Aboriginal communities and their cultures, and to Elders both past and present.

Certification:

Date Registered	Date Classified	Delegated Authority
17 / 4 /2024	17 / 4 /2024	
Allison Taaffe pp J Brown Manager Human Resources		



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