

Position description

Position title	Management Accountant
Employment status	Full Time
Location	Crestmead, Brisbane
Reports to	Managing Director
Staff reporting to this position	Administrative Assistant
Works with	Members of the management team
Date position last reviewed	23 October 2007
Overall objective of the position	To provide specialist financial advice to manage and grow the business. To effectively manage the accounting services to the business.
Key accountabilities	<ul style="list-style-type: none"> • Contribute to business strategy from a financial perspective. • Manage finances to support business strategy. • Manage the day-to-day accounting services to the business. • Ensure compliance, from an accounting and finance perspective, with industry and government requirements. • Contribute to a positive working environment.
Duties/responsibilities	<ol style="list-style-type: none"> 1. Contribute to business strategy from a financial perspective. <ul style="list-style-type: none"> • Provide timely and accurate financial information to the Managing Director as required. 2. Manage finances to support business strategy. <ul style="list-style-type: none"> • Ensure that there is alignment between financial strategies, systems and business strategy • Oversee the company's financial system including budget preparation and cash flow forecasting. • Liaise with the division Managers to achieve the best financial outcomes for the company. • Provide advice regarding international transactions. 3. Manage the day-to-day accounting services to the business. <ul style="list-style-type: none"> • Actively supervise office staff and provide assistance as required. • Ensure that monthly reporting is accurate, on-time and useful

	<p>for decision-making</p> <ul style="list-style-type: none"> • Prepare financial records (including payroll and general ledger) to ensure the information is correct and complete. • Liaise with financial institutions. <p>4. Ensure compliance, from an accounting and finance perspective, with industry and government requirements.</p> <ul style="list-style-type: none"> • Manage the company's statutory obligations, including GST, FBT, PAYG and Payroll Tax. • Manage the company's statutory obligations, including maintenance of corporate registers and reporting to ASIC. • Manage the company's grant applications and international transactions. • Liaise with the company's external accountant to compile the company's statutory financial reports. <p>5. Actively participate in and promote a positive working environment supporting quality practices such as employment equality, anti-discrimination, occupational health and safety (including rehabilitation) and ethical behaviour.</p>
<p>Qualifications, knowledge, skills & experience required</p>	<p>Accountancy qualifications CA/CPA qualification</p> <p>Experience in a similar corporate role or in an accounting practice role.</p> <p>Ability to work without technical supervision.</p> <p>Experience in a manufacturing environment desirable.</p> <p>Business acumen</p> <p>Ability to contribute positively to work in the company environment.</p>

Key performance indicators (KPIs)

Performance standards for this position are met when:

Key accountabilities	Primary KPI's	How KPI's will be measured
<p>Contribute to business strategy from a financial perspective.</p>	<p>Provide proactive financial advice to create business value. Develop relationships with financial institutions.</p>	<p>Feedback from senior managers. Demonstrated positive relationships with financial institutions.</p>
<p>Manage finances to support business strategy.</p>	<p>Determine the most effective structure to gear the company for the next phase of growth.</p>	<p>Development and delivery of financial structure, underlying assumptions and rationale.</p>
<p>Manage the day-to-day accounting services to the business.</p>	<p>Effective and efficient delivery of accounting services.</p>	<p>Feedback from senior managers and other internal clients. Accuracy and timeliness of reports.</p>

Ensure compliance, from an accounting and finance perspective, with industry and government requirements	The company's statutory obligations, including GST, FBT, PAYG and Payroll Tax, maintenance of corporate registers and reporting to ASIC are met accurately and on time.	Feedback from external accountant. Statutory reporting requirements submitted accurately and on time.
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