## Position Description

**Position Title:** Management Reporting Coordinator  
**Position Code:** 1477  
**Department:** Corporate Services  
**Business Unit:** Corporate Services  
**Work Group:** Finance  
**Position Classification:** Band 6

This position description is an enabling document intended to authorise the general performance of a range of duties to achieve the Position Objectives. Performance measures will be established and monitored through a personal action plan that will be developed in conjunction with the employee and manager.

### 1.0 Position Objectives

1.1 To assist the Manager - Finance in the efficient and effective provision of financial management reporting systems and administration of the Finance Unit.

### 2.0 Key Responsibilities

2.1 Assist with budgets for Rural City of Wangaratta and prepare briefing papers and reports for presentation to Corporate Management Team and Council.  
2.2 Supervise the payroll function of Council, ensuring the payroll system operates effectively.  
2.3 Assist the Manager - Finance to develop and enhance existing procedures and practices to improve internal controls, operational efficiency and effectiveness of the accounts / payroll section and recommend appropriate policies and strategies.  
2.4 Ensure the human and other resources of the payroll section are managed in a way that maximises long-term outcomes.  
2.5 Liaise with internal and external clients regarding reporting needs and prepare as required.  
2.6 Prepare financial statements and returns for the Wangaratta Cemetery Trust in accordance with legislation and accounting guidelines.  
2.7 Assist the Manager - Finance in the preparation of the financial statements for the Rural City of Wangaratta.  
2.8 In consultation with the Manager - Finance initiate and implement sound and effective financial control in accordance with statutory requirements and good governance principles.  
2.9 Assist the Manager - Finance to ensure that accounting records are kept up to date in the prescribed manner and that resources are managed in the best interests of the Council at all times.  
2.10 Accountable for ensuring that the annual Fringe Benefits Tax, Natural Disaster Financial Assistance and Roads to Recovery returns completed in accordance with statutory requirements.

### 3.0 Core Physical Requirements

3.1 Capacity to undertake office based activities including sitting at a desk and using a computer for extended periods.  
3.2 Capacity to walk up and down stairs regularly.
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3.3 Capacity to drive a vehicle.
3.4 Capacity to, on occasion, lift items unspecified in weight within individual limits.

4.0 Accountability and Extent of Authority

4.1 Accountable for providing advice and support to council staff and customers subject to financial regulations, accounting standards, Council policies and procedures and regular supervision.

4.2 The effect of decisions and actions taken by this role can have an impact on the organisation, but they are subject to review by the Manager - Finance.

4.3 Involvement in policy development is of an investigative and analytical nature, with the freedom to act prescribed by the Manager - Finance.

4.4 Accountable for ensuring that the annual Fringe Benefits Tax, Natural Disaster Financial Assistance and Roads to Recovery returns completed in accordance with statutory requirements.

4.5 Accountable for Financial statements and returns for the Wangaratta Cemetery Trust in accordance with legislation and accounting guidelines.

4.6 Accountable for allocating income and expenditure correctly and in an accurate and timely manner.

5.0 Judgement and Decision Making

5.1 The work undertaken is specialised requiring the ability to solve problems using procedures and guidelines and the application of professional or technical knowledge.

5.2 Research may be required in relation to taxation, namely Superannuation, Pay As You Go Withholding, Goods and Services Tax and Fringe Benefits Tax. Interpretation of relevant legislation will be required to apply them to Council's policies and procedures.

5.3 Guidance and advice in usually available from the Manager - Finance and may require seeking assistance from external sources such as the taxation office, auditors, etc.

6.0 Knowledge and Skills

6.1 Specialist Skills and Knowledge

6.1.1 Knowledge of and familiarity with the implications of financial matters, systems and data elements in an organisational context.

6.1.2 Developed skills in accounting and financial matters including general and subsidiary ledgers, taxation, budgeting and financial statement preparation.

6.1.3 A thorough understanding of computer based equipment as it applies to financial management, eg. mainframes, PCs, spreadsheets, databases and other specific applications.

6.1.4 An understanding of data flows and system interfaces.

6.1.5 Proficiency in the application of taxation and accounting issues.

6.1.6 Knowledge and appreciation of the Local Authorities Award and Council's Enterprise Agreement and their application to payroll processing and entitlements.

6.1.7 Experience working with corporate payroll systems.

6.2 Management Skills
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6.2.1 Ability to plan and manage time, set priorities and organise one's own work so as to achieve specific and set objectives in the most efficient way possible.
6.2.2 The ability to manage and coordinate staff to achieve individual and unit work goals.
6.2.3 An understanding of Equal Opportunity and OH & S principles and ability to work within the organisation's Human Resources policies, including staff development.

6.3 Interpersonal Skills

6.3.1 Ability to write reports on financial issues as required by the role and prepare external correspondence as appropriate.
6.3.2 Ability to gain cooperation and assistance from customers, employees and members of the public in relation to financial matters.
6.3.3 Ability to lead and develop employees who directly report to this position.
6.3.4 Ability to discuss and resolve issues with staff, government agencies etc as appropriate.
6.3.5 Ability to achieve objectives and goals of the Finance Unit in the most efficient way.

7.0 Qualifications and Experience

7.1 Tertiary level qualification in Commerce, Finance or relevant field, with post graduate qualifications in Finance, or similar preferred, or lesser formal qualification with substantial experience.
7.2 Experience in managing staff in a finance / accounting department.
7.3 At least 5 years relevant experience in an accounting or financial capacity in Local Government or the private sector.

8.0 Key Selection Criteria

8.1 Tertiary level qualification in Commerce, Finance or relevant field, with post graduate qualifications in Finance, or similar preferred, or lesser formal qualification with substantial experience.
8.2 At least 5 years relevant experience in an accounting or financial capacity in Local Government or the private sector.
8.3 Experience with corporate payroll systems.
8.4 Demonstrated initiative and willingness to learn and contribute to a team environment.
8.5 Ability to recognise opportunities for improvement and change and make recommendations.
8.6 Well developed critical analysis and problem solving skills. Adaptable to and embraces change; works well with ambiguity.
8.7 Fully developed verbal and written communication (crisp, confident, clear and succinct) with personnel at all levels.

9. Authorisation

Authorised by: Director - Corporate Services

Date: 
Employee’s Signature
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