

POSITION DESCRIPTION

Position title	Management Accountant
Department	Finance
Reports to	Director, Financial Planning and Analysis

Position Purpose

The purpose of the Management Accountant position is to work closely with the Director, Financial Planning & Analysis and Chief Financial Officer, in providing Experience Gold Coast (EGC) business managers with relevant information to facilitate decision-making.

The Management Accountant will be responsible for consolidating and analyzing financial data, preparing forecasts, budgets, presentations, and analysis of key business drivers. The ideal candidate will have strong analytical skills, attention to detail, a strong business orientation, and the ability to communicate financial information effectively to stakeholders at all levels across EGC. The person must be able to assume responsibility of management accounting tasks and be both a strategist and a decision maker.

The goal is to contribute to management's decision-making process that will ensure business growth and long-term success.

Key Interactions

Internally

- EGC Executive Leadership Team and Senior Management teams across EGC
- HOTA Leadership team
- Department Heads
- Other internal Departments

Externally

- City of Gold Coast Council
- Auditors
- Suppliers

Primary Responsibilities

- **Financial Analysis:** Gather, consolidate and conduct in-depth analysis of financial data, including budget variances, cost trends, and revenue projections. Identify areas for improvement and provide recommendations to optimize financial performance.
- **Budgeting and Forecasting:** Assist in the development of annual budgets and forecasts. Collaborate with EGC Directorate Heads and Senior Managers to establish budgetary targets and track actual performance against forecasts.
- **Management Reporting:** Prepare accurate and timely financial and non-financial reports for EGC management, highlighting key metrics and variances in accordance with agreed timelines. Present findings and insights to senior leadership to facilitate informed decision-making.
- **Cost Accounting:** Monitor and analyse costs associated with production, operations, and projects. Implement cost control measures to enhance profitability and efficiency.

- **Financial Planning and Strategy:** Contribute to the development of long-term financial plans and strategic initiatives. Evaluate investment opportunities and provide financial insights to support decision-making processes.
- **Compliance and Risk Management:** Ensure compliance with accounting standards, regulatory requirements, and internal controls. Identify potential risks and develop mitigation strategies to safeguard EGC's interests. Prepare KPI reports as required for internal and external parties.
- **Process Improvement:** Continuously evaluate financial processes and procedures to identify opportunities for optimization and automation. Implement changes to streamline workflows and enhance efficiency.

Risk, Compliance and Governance

- Work together with the DFP&A and CFO to Manage Strategic and Operational Risk Registers in alignment with EGC's Risk Management Policy and Framework, adhering to strategic and business planning timelines.
- Support EGC's compliance program to ensure adherence to corporate, legislative, and regulatory obligations, including those set forth by ASIC and the ACNC.
- Support the timely and accurate Board and Corporate Reporting, including submissions to the City of Gold Coast, EGC Annual reports, and any other required reports.
- Coordinate and oversee the audit process, liaising with external auditors to ensure compliance with accounting standards, regulatory requirements, and internal controls.
- As a member of the Finance Team, champion a positive duty culture, ensuring the health, safety, and well-being of all stakeholders through proactive leadership and advocacy.

Leadership & Culture

- Foster transparency and ownership throughout the organisation, where individuals take responsibility for their actions and outcomes.
- Model honesty, fairness, and ethical behaviour in all interactions, setting a high standard for conduct within the organisation.
- Cultivate an environment of open communication, mutual respect, and collaboration, where diverse perspectives are valued and leveraged for innovation and problem-solving.
- Embrace a culture of continuous learning and experimentation, empowering employees to challenge the status quo, take calculated risks, and explore innovative ideas to drive innovation and growth.
- Behave in a way that supports the physical, emotional, and psychological health of employees.
- Celebrate the unique backgrounds, experiences, and perspectives of all individuals, fostering an inclusive environment where everyone feels welcome, respected, and valued for who they are.
- Create a culture of feedback and transparency, where open communication channels and constructive feedback mechanisms enable continuous improvement, learning, and growth.
- Cultivate a customer-centric mindset across the organisation, where employees are dedicated to delivering exceptional experiences and value to customers, stakeholders, and the community.

Work, Health & Safety

- Comply with all relevant Work, Health & Safety (**WHS**) policies, procedures, and legislation to ensure a safe and healthy work environment.
- Identify and report hazards, incidents, and near misses promptly to relevant authorities and management.
- Participate in WHS training, toolbox talks, and safety inductions to enhance awareness and understanding of safety protocols.
- Use personal protective equipment (PPE) as required and maintain equipment in good working condition.
- Follow safe work practices and procedures to minimize risks and prevent accidents or injuries and only operate within the limits of training, licenses, and fitness for duty.
- Take reasonable care for the health and safety of oneself and others in the workplace.
- Cooperate with WHS inspections, investigations, and audits conducted by internal and external parties.
- Report any WHS concerns, issues, or suggestions for improvement to the WHS officer or management.
- Contribute to the development and review of WHS policies, procedures, and risk management plans.
- Support a positive safety culture by promoting awareness, communication, and participation in WHS initiatives and activities.

Main Complexities

- Regulatory Compliance and Risk Management.
- Strategic Financial Planning and Capital Management.
- EGC directorates currently operating under different financial systems.

Span of Control

Nature	Amount
Budget responsibilities	n/a
Revenue responsibilities	n/a
Headcount	n/a

Knowledge & Experience

- Possession of professional qualifications such as CA or CPA, or equivalent management accounting certification, or working towards.
- Experience in working in a diverse multi-layered organisation.
- Analytical and problem-solving abilities.
- Experience working within financial and management accounting teams.
- Knowledge in corporate governance practices and principles.
- Demonstrated understanding of the unique dynamics and ethos of not-for-profit organisations.

Competencies

- Strong interpersonal skills, with the ability to effectively communicate accounting concepts to non-finance staff.

- Organised and structured in daily duties
- Excellent attention to detail
- Team player and ability to establish strong relationships
- Excellent written and verbal communication skills to facilitate business partnering.
- Ability to prioritise and manage multiple deadlines simultaneously.
- Intermediate to advanced computer software skills, including Excel and other accounting packages

This job description is not comprehensive and may adapt to Experience Gold Coast's evolving organisational requirements. Experience Gold Coast retains the authority to revise this job description at any given time.