

Position Description – Management Accountant

POSITION:	Management Accountant
Date:	16 th August 2010
Reports To:	Group Financial Controller
Status:	Full Time Salaried
Place of Work:	ATPM Support Office, Coolangatta.
Supervises:	Accounts Officer, Accounts Assistants
Relationships:	<p>Internal All staff, contract managers</p> <p>External ATPM clients, marketing suppliers, industry representatives, tourism bodies, tour operators</p>
Objective:	Reporting to the Group Financial Controller, the Management Accountant will support a small team, providing detailed reporting and analysis to aid decision making. The role includes budgeting and forecasting, KPI development, performance reporting, and supporting the business in developing policies and procedures.
General Responsibilities	<ul style="list-style-type: none"> ▪ Attend work when required and be punctual when attending meetings ▪ Represent ATPM in an enthusiastic and positive manner ▪ Display commitment to ATPM values and procedures ▪ Undertake responsibility for the safety and well-being of yourself, other staff, visitors, suppliers and contractors ▪ Maintain an exceptional level of professionalism and integrity at all times ▪ Ensure positive relationships are developed and maintained with colleagues, visitors, suppliers and contractors ▪ Provide information and support to senior management as required ▪ Make every effort to support the ATPM team and display respect and care for others ▪ Follow any reasonable directions or duties given ▪ Work diligently, using resources and time appropriately ▪ Produce quality work, meeting deadlines and targets
Key Responsibilities:	<p>Supervision of the finance team</p> <ul style="list-style-type: none"> ▪ Supervision and management of accounts staff and managing workflows ▪ Supervision of accounts receivable to ensure timely invoicing and collection of outstanding amounts ▪ Supervision of accounts payable to ensure suppliers are paid in accordance with trading terms <p>Compliance and control</p> <ul style="list-style-type: none"> ▪ Ensure all accounting records are maintained accurately and in accordance with the relevant legislation ▪ Undertake daily bank reconciliation

- Ensure all contractors and staff are processed and paid in a timely fashion and in accordance with contract terms and awards
- Ensure employee superannuation payments are made within statutory deadlines
- Assist preparation of BAS, payroll tax, FBT and other tax requirements
- Oversee job costing system and ensure correct coding and processing
- Oversee ledger management and integrity

Interpretation and reporting

- Analyse data and prepare various reports including budget analysis, variance analysis and capital works
- Prepare monthly KPI reports and other reports for park managers and senior management team as required
- Develop improved reporting procedures for financial and non-financial data utilising system report writing capabilities e.g. Crystal Reports or similar
- Communicate with operational staff to understand reporting needs
- Research and make recommendations on financial matters as directed by the Group Financial Controller

Assist with month end and year end processes

- Prepare month end reporting and associated costing and revenue analysis
- Reconcile balance sheet and test accounts as per monthly schedule
- Assist with year end reporting
- Assist with budget preparation and planning

Supplier and Asset Management

- Check and enforce contract prices and negotiate new prices as and when required
- Insurance management including liaising with brokers to ensure adequate cover at all parks.
- Assist develop and manage a fixed asset register and provide timely reports as and when required

General

- Attend other tasks as and when required

Accountability:

Nil

Special circumstances:

May occasionally require intrastate and interstate travel

Professional associations/licences:

Qualified CPA or CA or currently undertaking this qualification

Selection Criteria

- Essential Qualifications:**
- Tertiary qualifications in accounting
- Desirable Qualifications:**
- Be part or fully CPA/CA qualified
- Experience:**
- A minimum of 2+ years accounting experience, either in a commercial environment or via diversified public practice experience
 - Knowledge of Business Systems and IT, exposure to ERP Accounting systems e.g. Sage Accpac an advantage
- Skills:**
- Proactive professional with good communication skills, both written and verbal
 - Ability to process and interpret financial information accurately and efficiently
 - Positive and can do attitude
 - Customer focused approach with an ability to communicate financial issues with people from diverse backgrounds
 - Love working within a team but can also keep focus when autonomy is needed
 - Able to accept responsibility and follow up on issues
 - Strong excel, MS office skills and experience with ERP accounting systems
- Person specification**
- Affinity with ATPM's culture, vision and the holiday park industry
 - Desire to maintain strong relationships by ensuring proactive contact with clients
 - Exceptionally customer service focused
 - Internally motivated

Signed, read & understood:

Name of employee:

Signature:

Signed, read & understood:

Name of supervisor:

Signature: