

Position Title:	Management Accountant
Department:	Finance
Classification / Level:	Job Grade 9
Ordinary working hours and days	Primarily work will be conducted during business hours Monday to Friday, but some after-hours work will be expected, particularly during peak reporting periods.
Reports to:	Senior Financial Accountant
Positions reporting to this role:	Nil
Significant working relationships:	Finance and Business Improvement Team Internal customers (Festival Centre staff) External stakeholders including government authorities
Decision making/purchasing authority:	Within Delegation of Authority guidelines (\$5000)
Information on Adelaide Festival Centre	Adelaide Festival Centre is central to the Arts in South Australia and an integral part of community life in the state. Adelaide Festival Centre welcomes the community, artists and companies and provides arts leadership in SA. We celebrate and showcase Australian artistic achievements, develop them for a world audience and bring stimulating ideas and projects to our state
Department Overview	<p>The corporate objectives of the Finance Team are to support Adelaide Festival Centre in consolidating its financial position to enable it to grow its programs and meet its other obligations, including a long-term funding plan for the iconic facilities.</p> <p>The Finance Team implements and maintains an effective financial governance framework, supported by a financial management compliance program and adequate control.</p> <p>The Finance Team supports informed and responsible financial management and decision making by providing timely and useful information and advice.</p> <p>The Finance Team provides efficient financial and payroll services to the Adelaide Festival Centre.</p>
Summary of Key Purpose:	To provide accounting, financial services and budgeting advice to client groups. To undertake financial modelling and analysis of financial data. To provide accounting support to the Manager, Finance and Business Improvement and the Senior Financial Accountant.

Key Result Area / Accountabilities:
Undertake in-depth analysis and provide subject-matter expert advice in the areas of contracts, theatre and location cost, events and wash-up, and salary expenditure.
Provide support in managing the financial components of AFC assets.
Provide internal audit support and internal control management.
Develop and maintain AFC's mandatory compliance and reporting framework on travel expenditure.
Provide financial assistance to the Procurement and Contract Management functions as required.
Conduct the fortnightly payroll audit/check.
Prepare annual SAICORP insurance financial data.
Conduct the Annual Price review for all AFC goods and services.
Complete annual compliance surveys on behalf of AFC.
Conduct End of Month reviews of Venue Sales, Technical and Production, and Food and Beverage cost centres.
Provide End of Financial Year support to the Manager, Finance and Business Improvement and the Senior Financial Accountant as required.
Develop and maintain knowledge of accounting policies and procedures including AFCT policies and procedures, accounting standards, Treasurer's Instructions and Department of Treasury and Finance Accounting Policy Statements.
Develop and maintain knowledge in regard to GST legislation and calculate the GST threshold for AFC.
Undertake various banking functions including electronic banking as required.
General
Perform any other duties as directed by the manager, within level of skills, experience and competence.
Provide outstanding customer service on a daily basis by demonstrating respect, listening to and working with our customers, both internal and external, to achieve positive outcomes, where possible, for all involved.
At all times behave in a manner which is conducive to the values and expected behaviours at the Festival Centre and consistent with those prescribed in the Code of Ethics for the South Australian Public Sector.
Demonstrate appropriate behavior and adhere to AFCT's policies and procedures in relation to EEO and the prevention of Bullying and Harassment in the workplace
Comply with all AFCT policies & procedures not limited to WH&S and Records Management.
EBMS (Event Business Management System)
Employees are responsible for ensuring that they attend compulsory EBMS Training and seek further EBMS Training as needed to perform their role.
Records Management
All records created within the conduct of AFCT business to be managed in accordance with AFCT's Record Management Policy, associated policies, procedures and legislation.
Work Health & Safety Responsibilities (WH&S)
Care of your own health and safety and the health and safety of others.
Comply with any reasonable instruction from the Department of the Premier and Cabinet and AFC, so far as you are reasonably able.
Cooperate with all reasonable Department of the Premier and Cabinet and AFC policies and procedures.

Comply with the WHS legislation by adhering to the WHS requirements set out in the Adelaide Festival Centre Trust's WHS management system.

Wear and maintain Personal Protective Equipment (PPE) as directed.

Use other safety and emergency equipment provided in the workplace.

Assist with and conduct risk assessments.

Report a hazard, incident, injury or illness arising from workplace activities within 24 hours.

Implement WHS policies, procedures and safe systems of work.

Key Competencies:	Requirement
Qualifications / Education	
Recognised graduate accounting qualifications with a particular focus on Management Accounting.	Essential
CPA or CA qualifications	Essential
Knowledge/ Skills/ Abilities	
A comprehensive knowledge of accounting systems.	Essential
Advanced MS Excel skills	Essential
A sound understanding of internal control frameworks and procedures which underpin these	Essential
Well-developed communication (written and oral) and interpersonal skills	Essential
A supportive and consultative team building style	Essential
Ability to demonstrate initiative with minimum supervision	Essential
Comprehensive knowledge of Australian Accounting Standards and taxation law.	Highly desirable
Knowledge of State Government accounting and administrative practices	Desirable
An awareness of issues related to an arts environment	Desirable
Experience	
Proven experience in preparing financial models, financial reports, complex accounting reconciliations and the analysis of financial data for variance and forecasting purposes.	Essential
Practical accounting experience in a commercial environment(s) using accrual accounting.	Essential
Proven experience at providing management accounting services to a range of internal clients	Essential
Proven experience at meeting strict deadlines	Essential
Experience in the use of Technology One account system	Highly desirable

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Signature of Incumbent:

Date:.....

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Signature of Manager:

Date:.....