

HOTHAM

Mount Hotham Resort Management Board

POSITION DESCRIPTION – ACCOUNTANT

Position Number:	29
Position Title:	Accountant
Office Location:	Mount Hotham, Victoria
Reports to:	Chief Financial Officer
Positions responsible for:	Nil
Employment:	Full Time
EBA Band:	Band 5

Mt Hotham Alpine Resort Management Board Information

Perched high on a ridgeline, Mount Hotham is one of the most spectacular alpine regions in Australia and is best known for being one of Victoria's major downhill ski resorts.

The Mount Hotham Alpine Resort Management Board is a statutory body responsible for managing the Crown Land of Mt Hotham on behalf of the State Government. The current management structure comprises of an independent skills based Board appointed by the Minister for Environment and reporting directly thereto.

The Alpine Resorts (Management) Act 1997 and the Alpine Resorts (Management) Amendment Act 2004 effectively place the following obligations on the Board with a primary focus on Alpine recreation and tourism: Manage the crown asset; Protect the Crown interest; Environmental Sustainability; Economic sustainability; Attract investment and Foster all year use.

The relationship between the Board and its Administration is a partnership crucial to the organisation's long term success, each having clearly defined functions. The Board gives direction and exercises judgment in setting the organisations objectives, policy and monitoring their implementation. The Chief Executive Officer is responsible to the Board for the day to day management of the organisation.

Functions of the Board

- To act as a committee of management under the Crown Lands (Reserves) Act 1978
- To contribute, together with Tourism Victoria, to the overall promotion of alpine resorts
- To develop a tourism and marketing strategy and to promote the resort
- To provide services in the nature of: garbage disposal, water supply, gas, drainage, sewerage, electricity, roads, fire protection, snow making

- To provide transport services in the resort
- To collect fees
- To attract investment for the improvement of the resort
- To carry out any function conferred on the Board by this or any other Act

The Position

Objectives of the Position

To provide efficient and effective financial and administrative services and support the Finance Team.

All staff of Mount Hotham Alpine Resort Management has a responsibility to ensure that their activities on behalf of the Board comply with applicable laws. They are expected to comply with relevant Board legislation; familiarise themselves with Board policies concerning compliance with areas of legislation that affect their own workplace and activities and report perceived breaches, risks, hazards, incidents and complaints.

Budget Responsibilities

Nil

Mandatory Responsibilities, Deliverables and Key Performance Indicators (KPI's)

WORK HEALTH SAFETY

Reference/s: WHS001 Work Health Safety Policy;
WHS003 Structure, Functions, Roles and Responsibilities;
WHS025 First Aid Policy

- Ensure all appropriate actions are taken to implement the Work Health and Safety Policy, health and safety procedures and legislative requirements.
- Ensure liaison with employee health and safety representatives, particularly on any workplace changes which have a health and safety component.
- Initiate actions to improve health and safety within area of responsibility.
- Actively monitor the workplace to determine presence of hazards and take appropriate action to rectify any hazards found.

RISK MANAGEMENT

Reference/s: WHSP006 Incident and Injury Management Procedures;
WHSP003 Hazard Reporting Process;
WHSP009 Workplace Safety Management;
WHS019 Drug and Alcohol Policy; and
WHS029 Staff Immunisation Policy;

- Must report and record all hazards by completing a hazard report form and forwarding to the Winter Operations Manager.
- Random testing of the presence of Alcohol or Drugs in the blood or breath may occur at any time whilst on duty or if there is reasonable cause to test the employee at another time.

- Ensure you have had the relevant immunisations to prevent contracting &/or spreading of disease.

ACCOUNTING/FINANCIAL

- Ensure the adequacy and operation of financial controls for the general ledger and assets register.
- Ensure that the resort accounting system and financial reporting meet the requirements of the Financial Management Act and Accounting Standards.
- Assist the Chief Financial and Accounting Officer to ensure that arrangements are in place to enable external and internal audits to be conducted to the satisfaction of the Board.
- Prepare monthly financial management reports to the Chief Financial Officer and other officers on financial and operating data.
- Provide weekly, monthly and annual reports as required associated with expenditure and revenue.
- Prepare usage summaries of fuel inventory items and reconcile to the financial management system.
- Provide cash flow information to the Chief Financial Officer
- Assist the Chief Financial Officer as required in the preparation of capital works and operating budgets and other submissions as required.
- Reconcile nominated general ledger accounts and bank reconciliations as per schedule.
- Oversee and review the Accounts Receivables, Accounts Payables and Payroll procedures, controls and processes.

STATUTORY/LEGISLATIVE

- Prepare and calculate Business Activity Statements and Fringe Benefits Tax reports on behalf of employer and employees for the Chief Financial Officer to approve and lodge.
- Prepare and calculate annual wages reconciliations for WorkCover and State Revenue Office payroll tax for lodgement.
- Compile Annual statutory accounts, associated notes and workpapers in accordance with DELWP model accounts for review by the Chief Financial Officer.
- Prepare quarterly and half yearly financial reports to DELWP and ARCC.
- Assist the Chief Financial Officer with the preparation of the annual budget and corporate plan.

ASSETS

- Maintain the Resort Asset Register

PAYROLL

- Review payroll
- Prepare and calculate payroll tax, Workcover, superannuation and other regular payments on behalf of employer and employees
- Expensing of all payroll on-costs out of provision accounts on a payroll or monthly basis as required in accordance with timelines for Management and Board reporting

ACCOUNTS RECEIVABLE

- Preparation of invoices for Site Rent and Service Charges and any other Rateable levies or invoicing ensuring accuracy and completeness.
- Ensure stakeholder and debtor enquiries, collection, reports and relationships are handled in a professional and timely manner.

ACCOUNTS PAYABLES

- Provide guidance and support to the Accounts payables function and review of payment runs.

GENERAL DUTIES

- Provide support, assistance and guidance to finance staff, including distribution of workload, monitoring of work progress and professional development.
- Undertake other duties and tasks that are reasonably within the limits of the employee's skills, competency and training.
- Work in accordance with safe working procedures and instructions and compliance.
- Report all health issues or other issues that may affect you, or staff under your supervision, regarding fitness to work.
- Ensure all policies, procedures and safety instructions are adhered too.
- Wear all personal protective equipment (PPE) as required

Other Job Related Information

A. Equity and Diversity

Reference/s: WHS026 Workplace Violence and Bullying Policy;
WHS018 Discrimination and Sexual Harassment Policy;
WHS004 Equal Employment Opportunity Policy

Staff with management or supervisory responsibilities must take all reasonable steps to ensure that the environment for staff is free from discrimination, vilification, and sexual harassment. They must, therefore, be familiar with their specific responsibilities as set out in the Policy on Discrimination and Sexual Harassment.

All staff at Resort Management are entitled to enjoy an environment for work that is fair and equitable. In order to achieve this staff have the following responsibilities:

- understand their rights and responsibilities as relating to the anti-discrimination legislation of the country in which they are working to ensure that all workplace practices are fair and equitable and do not disadvantage staff based on gender, age, disability, background or any other inappropriate basis;
- seek guidance from Human Resources about the possible equity implications of any new or modified workplace practices or procedures;

- foster a working environment that is respectful of diversity in the workplace;
- take appropriate action when aware of or suspicious of unlawful behaviour having occurred in the workplace;
- participate in regular training and remain informed of the Board's policies and procedures;
- Cooperate with the Board's activities relating to compliance with equal opportunity legislation.

B. Workplace Principles

Reference/s: SOP HR013 Workplace Principles

The following workplace principles have been adopted by management and staff of Mt Hotham Alpine Resort Management Board:

- Be willing to support our purpose and goals.
- Speak, think and act supportively.
- You may not always agree, but have respect for the opinions of others.
- Acknowledge whatever is being communicated as true for the speaker at that moment in time.
- Complete your agreement
- Make only agreements you are willing to keep
- Communicate potential broken agreements at first appropriate time
- Clear up broken agreements FAST
- If a problem arises, look at the system for corrections and then communicate to the appropriate person
- Turn your complaints into requests
- Have the willingness to win and allow others to win.
- Focus on what works "Where the attention goes, the energy flows".
- Support the MHARMB Mission "To deliver Australia's premier Alpine Resort through the optimal management of this unique Crown asset".

Selection Criteria

Mandatory

- Possess tertiary qualification or equivalent skills.
- Experience in working in a small finance environment.
- Strong computer skills – Word, excel and integrated financial software applications.
- Well-developed interpersonal, oral and written communication skills.
- Exemplary organisational skills.
- Ability to prioritise and meet reporting timeframes and due dates.
- Experience in managing accounts receivables, payables and payroll.
- Experience with account and general ledger reconciliations.
- Accuracy and completeness in reporting requirements, data handling and familiarity with cash handling.
- Ability to exercise sound judgement and tact, and capacity to work efficiently within a multi-disciplinary team exercising initiative, innovative processes and a capacity to undertake a range of financial and administrative responsibilities.

- Demonstrated attributes of drive and initiative, including an ability to work autonomously.
- Current Driver's License.
- Immunisation Record.

Desirable

- Knowledge of the Hotham area.
- First Aid Qualifications

Conditions of Employment

In accordance with the Mount Hotham Alpine Resort Management Board 2013 Enterprise Agreement.

I.....have read, understood and agreed to the above Position Description and related WHS Policies and Procedures and agree to abide by the responsibilities outlined.

Signature.....

Date.....

Review Date:.....