MANAGEMENT ACCOUNTANT

DEPARTMENT/UNIT: Research and Revenue Accounting Services

FACULTY/DIVISION: Office of Senior Vice President Finance and Chief Financial Officer

CLASSIFICATION: HEW Level 6

DESIGNATED CAMPUS OR LOCATION: Clayton campus

ORGANISATIONAL CONTEXT

There’s a certain feeling you get from working at Monash University. It’s the feeling that you’re a part of something special. Something significant. And that’s because you’re not just starting your career, or taking on a bigger challenge. You’re making a real contribution – surrounded by energetic, inspiring people who are driven to make a difference as well. Monash is a place where you’ll be able to develop your career in exciting, sometimes unexpected ways – putting you in the best possible position for a rewarding future. Discover more at www.monash.edu.

The Office of the Senior Vice-President Finance and Chief Financial Officer is one of the professional services portfolios supporting the University's core businesses of education and research. We provide best practice financial advice and services to the University. These include financial accounting, taxation, budgeting and reporting, procurement to payments, research and revenue accounting, business strategy, the University’s banking relationships, investment funds and borrowings and the management of major projects with complex financial and legal dimensions. For more information on the work we do, please visit our website.

Research and Revenue Accounting Services (R&R) provides financial services to researchers and project managers in a business partnering model by supporting project costing and providing financial advice across the duration of projects.

POSITION PURPOSE

The Management Accountant coordinates and provides a full range of financial and revenue functions for clients in a business partnering model. The incumbent partners with our clients and stakeholders to prepare budgets, proactively update forecasts, monitors the financial position, and in consultation with the Finance Business Partner, provides strategic, proactive and pre-emptive advice maximizing the research funding and undertakes financial reporting for research grants and contracts.

The Management Accountant maintains effective working relationships with clients and is a trusted source of expert advice in relation to research and revenue accounting processes.

Reporting Line: The position reports to the Finance Business Partners under broad direction

Supervisory Responsibilities: Not applicable

Financial delegation: Not applicable
**Budgetary responsibilities:** Not applicable

**KEY RESPONSIBILITIES**

1. Deliver a broad range of management accounting services, according to best practice and Key Performance Indicators
2. Proactively undertake budget and management reporting to meet compliance and client needs, including preparing budgets and forecasts for research grants/contracts and continually monitoring financial performance/expenditure against those budgets and forecasts
3. Generate and develop reports, analyse data/trends, make strategic recommendations and use information working with clients to monitor progress and proactively resolve issues
4. Organise financial acquittals for external funding bodies ensuring that they are in accordance with agreed formats and comply with relevant funding rules and regulations
5. Contribute to maintaining financial operational systems, including overseeing work flow processes and supervising the compliant maintenance of records
6. Build and sustain effective working relationships with a network of colleagues, clients and other stakeholders involved in finance activities to facilitate efficient service delivery
7. Actively participate in and implement continuous improvement activities relating to R&R accounting practices/protocols, quality assurance standards and customer service excellence
8. Adhere to all university, financial, tax, legal and corporate governance requirements, policies and provisions as they relate to the R&R accounting function
9. Other duties as directed from time to time

**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - a degree in finance/accounting or other relevant discipline, preferably with CPA or CA status, along with subsequent relevant experience; or
   - extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or
   - an equivalent combination of relevant experience and/or education/training

**Knowledge and Skills**

2. Demonstrated experience and expertise in the developing, preparing and monitoring complex budgets, forecasting and income/expenditure management
3. Highly-developed communication skills, including the ability to communicate with impact with a diversity of stakeholders and effectively communicate complex financial information to people with varying levels of financial literacy
4. A strong commitment to excellence in customer service and a hands-on approach to service provision with proven excellence in relationship management
5. Strong numerical, analytical and problem-solving skills, including the ability to interpret data, identify trends/issues and make practical recommendations
6. Excellent organisational skills, including the ability to set priorities, manage time, plan work to meet deadlines and maintain excellent attention to detail/accuracy

7. Ability to understand your role in the context of the university and understand your role in helping the organisation reach its strategic objectives

8. Commercially minded with good financial acumen

9. Demonstrated ability to work as an effective member of a team as well as being able to exercise high levels of independence, judgement and initiative

10. Highly developed computer literacy, ideally with experience in SAP or other large Enterprise Resource Planning systems

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- This position will require a successful National Police Record check

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to university policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.