MANAGEMENT ACCOUNTANT – PORTFOLIOS

DEPARTMENT/UNIT: Financial Resources Management Division

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

CLASSIFICATION: HEW Level 7

WORK LOCATION: Mulgrave

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The Office of the Chief Financial Officer and Senior Vice-President 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, 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.

Financial Resources Management (FiRM) is responsible for managing the University's budget development and budget reporting processes. FiRM also provides quality and constructive advice, consultation and assistance to the University community regarding budgeting, funds management, financial analysis and cash flow forecasting. To learn more about us, please visit our website.

Monash Finance Values

- Excellence
- Collaboration
- Integrity
- Service

POSITION PURPOSE

As part of a team of financial professionals, the Management Accountant - Portfolios provides a range of quality financial management services, including budgeting, planning, forecasting, analysis and reporting for allocated areas as determined by business need. Operating within the University’s financial standards and policies, the incumbent assists the area to achieve its business objectives through the provision of tailored, business focused financial services.

Reporting Line: The position reports to the Senior Management Accountant – Portfolios under board direction

Supervisory Responsibilities: Not applicable

Modified date: October 2019
Financial Delegation: Yes, in accordance with the University delegations schedule
Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Undertake a range of financial management responsibilities aligned to the business needs of the client group, including: budgeting, planning, modelling, forecasting and reporting
2. Perform cost benefit analysis, prepare financial projections and develop scenario modelling
3. Undertake activities to support business decision-making, including analysis (to inform financial capability, operating performance and business growth improvements) and identifying and responding strategically to issues, trends and opportunities
4. Contribute to the planning, management and effective implementation of continuous improvement activities relating to financial management practices and procedures
5. Build and sustain effective relationships with an extensive network of University staff, clients, government authorities and other stakeholders
6. Identify and contribute to planning and managing issues and risks associated with implementing financial management initiatives and changes to policies, procedures and legislation
7. Ensure compliance with statutory and regulatory obligations, business protocols and standards ensuring appropriate measures are applied at the local level
8. Exercise strong financial delegation for the project(s) managed to a value of $20,000

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A degree qualification in business or accounting, with current CA/CPA accreditation and extensive relevant experience; or
   - extensive experience and management expertise in technical or administrative fields; or
   - an equivalent combination of relevant experience and/or education/training
   - current membership of the Institute of Chartered Accountants (CA) or Certified Public Accountants (CPA) Australia

Knowledge and Skills

2. Knowledge, experience and expertise in providing quality finance, accounting and budgetary services
3. Demonstrated experience and expertise in developing, preparing and monitoring complex budgets, forecasting and income/expenditure management
4. Strong interpersonal, verbal and written communication skills including the ability to present complex financial information simply, clearly and in a manner that can be readily understood by those without financial expertise
5. Track record in working as an effective team member
6. Demonstrated ability to exercise judgement, initiative and a willingness to embrace change
7. Demonstrated understanding and expertise in financial management including the development, review and implementation of relevant policies, procedures, professional standards and relevant legislative requirements
8. High level analytical, investigative and problem-solving skills, including the ability to interpret data and identify evolving trends/issues
9. Excellent organisational skills, including the ability to set priorities, manage time, plan work to meet deadlines and work effectively under pressure

10. Proficiency in using financial accounting software, the Microsoft Office suite of applications, utilisation of web technology and experience in the use of computer-based records systems/databases

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
- The incumbent will be required to hold a current National Police Record Check

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.