**STANDARD POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Management Accountant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation Unit:</td>
<td>Finance</td>
</tr>
<tr>
<td>Standard Position Number:</td>
<td>F03</td>
</tr>
<tr>
<td>Type of Employment:</td>
<td>Full-time Continuing</td>
</tr>
<tr>
<td>Classification:</td>
<td>HEW 7</td>
</tr>
</tbody>
</table>

**PRIMARY PURPOSE**

The Management Accountant is accountable for the provision of professional project accounting advice and services to senior project leaders across client business units, to ensure effective and compliant cost management of project activity. The role delivers sound financial analysis, supporting commentary and advice to senior project leaders to inform financial planning, budgeting, forecasting for operational and/or grant funded projects.

As a member of the Professional Services team, the Management Accountant is the key integrator between the advisory and transaction services streams, and is responsible for ensuring operational and project accounting is compliant with both UQ policy and research contracts and that available funding is in place before transactions are processed by Finance Officers. The role also provides support to the Senior Management Accountant with the management of annual budgets and forecasting, financial analysis and the application of financial controls to a defined set of clients in the business units. The role ensures all financial advice and services are in compliance with relevant policies and/or external legislative and regulatory controls.

**POSITION CONTEXT**

UQ Finance is responsible for the enabling achievement of the University’s strategic ambitions by securing UQ’s financial future through expert advice, systems and support. In delivering on this, the Finance Function will value professionalism and accountability. Our approach is to treat everyone with respect and to work collaboratively to deliver excellent service.

The key specialist service areas of Finance are:

- Corporate Finance
- Financial Planning and Analysis
- Procurement
- Financial Operations including Financial Systems, Client Support Services, Insurance
- Professional Services teams - Advisory and Transactional Services

Finance at UQ operates within a devolved environment with Finance staff located in Professional Services teams in Faculties, Research Institutes and Central Divisions supported by Finance specialist
service teams. This role is part of the advisory services stream of the Professional Services team for Finance.

**KEY ACCOUNTABILITIES**

1. **Client Focused Strategy and Planning**
   - Provides strategic financial advice to project leaders (including Grant Holders, Chief Investigators etc.) to guide decision making around the development of effective strategies for compliant cost management and effective utilisation of grants and related funding.
   - Contributes to the development of financial and related business strategies to meet the financial management and reporting needs for a defined group of clients in the business units.
   - Supports the Senior Management Accountant with the preparation of business cases that guide the selection, validation and prioritisation of client business strategies and plans.
   - Supports the Senior Management Accountant with the implementation of continuous improvement initiatives and projects aligned to client business unit objectives and the broader UQ strategy.

2. **Finance Service Delivery Excellence**
   - Provides project accounting advice and services to key project leaders including financial planning, analysis, commentary, and reporting, to ensure effective and compliant cost management of project activity.
   - Applies project tools and processes for project budgeting, forecasting, periodic expenditure reporting, variance management and compliant interpretation of grant rules by project leaders in the client business units.
   - Manages the interface between the advisory and transaction services streams within their Professional Services team, ensuring funding is secure, and project and operational activity compliance with relevant policy frameworks prior to transactions being processed.
   - Ensures that all operational accounting processes are carried out accurately and efficiently through the review, processing and correction of financial transactions managed through their Professional Services team.
   - Manages the delivery of management accounting advice and services to a defined group of clients in the business units including the development of organisational unit budgets and forecasts and the performance of other budgetary control activities.
   - Manages the escalation of key client issues or needs that require the expertise, input and/or approval of the Senior Management Accountant or specialist services in order to meet senior project leader needs and requirements.
   - Ensures the appropriate application of the University’s financial governance policies within the project team or defined client organisation unit.

3. **Key Stakeholder and Relationship Management**
   - Builds and maintains strong working relationships acting as a trusted expert financial advisor and fosters a truly valued partnership with senior project leaders and relevant client leaders across the business units.
   - Provides finance related technical advice to project leaders who are managing project procurement activity, including budget advice to support a robust needs analysis, input into procurement business cases, and financial analysis for Value for Money evaluations.
- Participates in financial planning and review sessions and forums with the senior project leaders to maintain an understanding of project delivery performance and any changing financial requirements.
- Supports the preparation of relevant Institutional finance and business unit performance reporting for key stakeholder groups across and external to the University (e.g. operational planning; HERDC; KPI reporting; student load modelling).
- Collaborates with teams and peers across the Finance ‘Community of Practice’ and other Professional Services teams to leverage internal best practice systems and approaches to better meet the needs and requirements of project leaders.
- Ensure changes to University financial policies and procedures are understood and effectively communicated to key stakeholders in project teams or defined organisational units.

4. **Aligned Leadership and People Management**
- Provides fiscal leadership to senior project leaders through the implementation of strategies, policies and plans that drive accountability, transparency and financial performance on projects.
- Provides operational leadership to create a seamless interface between the advisory and transaction services streams, providing direction on complex financial policy and compliance matters to help improve the capability and performance of the team.
- Participates in the annual performance planning and review process within their Professional Services team ensuring alignment of individual goals and objectives to client service delivery requirements, Finance priorities and broader University needs.
- Establishes an individual development plan with the Senior Management Accountant focused on building relevant technical Finance skills and professional service capabilities linked to career development.

5. **Effective Project and Risk Management**
- Applies disciplined project management methods to ensure the effective implementation of financial strategies and plans for projects is in line with scoped key deliverables and timeframes.
- Manages application of financial processes, policy controls and risk management frameworks across projects, to ensure ongoing compliance with University and external regulatory and compliance requirements.
- Ensures project accounting service delivery risks and dependencies are managed, and mitigations plans are in place to ensure consistent and continuous delivery of services to senior project leaders.
- Supports the implementation of sound governance protocols by their Professional Services team, ensuring that University policies and procedures, as well as legislative requirements, are followed and adopted appropriately in the client portfolio.
- Ensures that a safe working environment is in place for the team, and continuously monitors and evaluates risks and opportunities for improvement, in line with University policy and legislative / regulatory requirements.
## KEY RELATIONSHIPS

<table>
<thead>
<tr>
<th>Main Contact</th>
<th>Description</th>
</tr>
</thead>
</table>
| Key Project Leaders          | • Direction from clients on project and management accounting priorities and needs  
• Primary point of contact for project accounting advice and services  
• Monitor project performance, compliance and grant rules and changing financial requirements |
| Senior Management Accountant  | • Reporting – Line Manager  
• Source of leadership, coaching and guidance  
• Set and review of performance and development plan |
| Finance Specialist Services   | • Coordinate the utilisation and delivery of specialist finance services to clients  
• Engagement with the ‘Community of Practice’ on external/internal best practices & emerging trends |
| Professional Services team    | • Manage review of funding, operational accounting and project compliance prior to execution of financial transactions  
• Provide leadership, management guidance, coaching and feedback  
• Manage performance and capability development |

## EXPERIENCE AND QUALIFICATIONS

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Degree qualifications in accounting, business, commerce or a related field with experience in accounting and/or equivalent combination of relevant extensive training and professional experience.</td>
</tr>
<tr>
<td>2</td>
<td>Strong financial accounting, analysis and reporting skills, with experience managing and providing project based accounting services.</td>
</tr>
<tr>
<td>3</td>
<td>Experience working in professional financial advisory and/or service delivery functions in complex stakeholder and policy environments.</td>
</tr>
<tr>
<td>4</td>
<td>Ability to establish and maintain productive working relationships with key stakeholders and clients, and apply sound problem solving and communication skills to influence and achieve outcomes.</td>
</tr>
<tr>
<td>5</td>
<td>Ability to provide strategically aligned operational financial advice and solutions, and partner with clients to achieve desired outcomes and results.</td>
</tr>
<tr>
<td>6</td>
<td>Progress towards or membership of a professional institution (CPA / CA or equivalent).</td>
</tr>
</tbody>
</table>

UQ values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage for further information and points of contact if you require additional support. Accessibility requirements and/or adjustments can be directed to Vanetta Warren, HR Advisor on 07 3346 0403.