THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

| STANDARD POSITION DESCRIPTION | |
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| **Position Title:** | Senior Management Accountant |
| **Organisation Unit:** | Finance |
| **Standard Position Number:** | TBA |
| **Type of Employment:** | Fixed-Term, Full-time |
| **Classification:** | HEW 8 |

## PRIMARY PURPOSE

The Senior Management Accountant is accountable for the provision of overall financial management advice and related services to the client portfolio, supporting the achievement of client business and service delivery objectives. The role delivers sound financial analysis, supporting commentary and advice to senior leaders in client business units to inform periodic financial planning, forecasting and monitoring. The role partners with client leaders to manage annual budgets, establish financial controls and reporting disciplines, support the management of research grants and other contracts, and embed appropriate financial risk management practices across the client business units.

As a key leader of the Specialist Support team, the Senior Management Accountant is responsible for scoping client needs and issues, aligning proactive financial solutions and to deliver high quality advice and services. The role provides support and guidance on complex financial issues, and identifying ways to continuously improve performance and build capability that is aligned to current and future client needs and service delivery requirements. The role ensures all financial advice and related services are in compliance with relevant policies and /or 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.

## KEY ACCOUNTABILITIES

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| **1.** | **Client Focused Strategy and Planning**<br>• Manages the development, alignment and execution of financial and related business strategies to meet the financial management and reporting needs of client business units.<br>• Develops and implements annual Finance client service plans that scope and prioritise the mix of finance improvement projects and services for delivery throughout the year, and the required resources and expertise needed to ensure successful implementation.<br>• Undertakes proactive financial and business analysis and consults with the Finance Manager and/or specialist services Manager to coordinate the development of financial strategies and plans that best meet client needs and requirements.<br>• Supports the Finance Manager and/or specialist services Manager with the preparation of business cases that guide the selection, validation and prioritisation of client portfolio business strategies and plans.<br>• Supports the Finance Manager and/or specialist services Manager with the design and the implementation of strategic continuous improvement initiatives and projects aligned to client business unit objectives and the broader UQ strategy. |
| **2.** | **Finance Service Delivery Excellence**<br>• Manages the operational delivery of end to end financial advice and related services to the client business units, to support the achievement of client business and service delivery objectives.<br>• Manages the escalation of key client issues or needs that require the expertise, input and/or approval of the Finance Manager or and/or specialist services Manager in order to meet client needs and requirements.<br>• Partners with senior project leaders across the client group to deliver professional project accounting advice and related services.<br>• Manages the annual budget planning and forecasting process for the client business including the development of budget proposals and the delivery of month-end, quarter-end and year-end financial reporting processes.<br>• Leads budgetary control activities for client business units, including expenditure and variation analysis, and provides advice to clients on control mechanisms that drive fiscal accountability, transparency and financial performance for the client portfolio.<br>• Provides reporting, commentary and analysis of business unit performance against objectives, critical success factors and KPI's, and identifies initiatives and opportunities to achieve performance improvement.<br>• Ensures the appropriate application of the University's financial governance policies within the client business units. |
| **3.** | **Key Stakeholder and Relationship Management**<br>• Builds and maintains strong working relationships acting as a trusted expert financial advisor and fosters a truly valued partnership with the client executive leadership team.<br>• Ensure changes to University policies and procedures are understood and effectively communicated to key stakeholders across the client business units.<br>• Contributes to the preparation of 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). |

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| | • Participates in financial planning and review sessions and forums with the client executive leadership team to maintain a deep understanding of current issues, emerging trends and future client requirements.<br>• Provides finance related technical advice to senior client leaders who are managing procurement activity, including budget advice to support their needs analysis, input into procurement business cases, and financial analysis for Value for Money evaluations.<br>• 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 the client business units. |
| **4.** | **Aligned Leadership and People Management**<br>• Develops and implements finance strategies, guidelines and plans that drive fiscal accountability, transparency and financial performance for the client portfolio.<br>• Provides effective leadership and management to advisory staff in their Professional Services or Specialist Support team including guidance, feedback, and coaching on complex finance, stakeholder or policy matters to help improve the capability and performance of the team.<br>• Manages the annual performance planning and review process within their Professional Services or Specialist Support team ensuring alignment of individual goals and objectives to client service delivery requirements, Finance priorities and broader University needs.<br>• Works with team members to establish individual development plans focused on building technical Finance skills and professional service capability within their Professional Services or Specialist Support team, and to support career planning and talent mobility across Finance.<br>• Implements strategies and programs within their Professional Services or Specialist Support team designed to ensure an inclusive workplace that actively embraces, values and leverages diversity. |
| **5.** | **Effective Project and Risk Management**<br>• Applies disciplined project management methods to ensure the effective implementation of financial strategies and plans is in line with scoped key deliverables and timeframes, and that benefit realisation is maximised.<br>• Manages application of financial processes, policy controls and risk management frameworks across the client business units, which are fully compliant with University and external regulatory and compliance requirements.<br>• Ensures that the Professional Services or Specialist Support team operational delivery risks and dependencies are managed, and mitigations plans are in place to ensure consistent and continuous delivery of services to the client business units.<br>• Manages the implementation of sound governance protocols by their Professional Services or Specialist Support team, ensuring that University policies and procedures, as well as legislative requirements, are followed and adopted appropriately in the client portfolio.<br>• 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

| Main Contact | Description |
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| Portfolio Clients | • Direction from clients on strategic and operational financial priorities and needs<br>• Primary point of contact for daily Finance client service delivery for dedicated client group<br>• Provide expert financial advice and related services<br>• Monitor client needs and changing requirements |
| Finance or Specialist Manager | • Reporting – Line Manager<br>• Source of leadership, coaching and guidance<br>• Set and review of performance and development plan |
| Finance Specialist Services | • Coordinate the utilisation and delivery of specialist finance services to clients<br>• Engagement with the 'Community of Practice' on external/internal best practices & emerging trends |
| Professional Services team or Specialist Support | • Oversee day to day advice and service delivery by their team<br>• Provide leadership, management guidance, coaching and feedback<br>• Manage performance and capability development |

## EXPERIENCE AND QUALIFICATIONS

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| **1** | Postgraduate qualifications in accounting, business, commerce or a related field, or progress towards, with considerable experience in accounting, management and/or equivalent combination of relevant extensive professional experience. |
| **2** | Excellent financial management, accounting and analysis skills, with experience applying financial policy, compliance and risk frameworks. |
| **3** | 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. |
| **4** | Ability to provide strategically aligned operational financial advice and solutions, and partner with clients to achieve desired outcomes and results. |
| **5** | Experience working in professional financial advisory and/or service delivery functions in complex stakeholder and policy environments. |
| **6** | Membership of a professional institution (CPA / CA or equivalent) or progress towards eligibility for membership. |

**The University of Queensland values diversity and inclusion.**
**Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.**