

POSITION DESCRIPTION

Position Title:	Management Accountant
Organisation Unit:	Finance and Business Services
Position Number:	Various
Type of Employment:	Full Time, Continuous
Classification:	HEW Level 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

UQ ranks in the world's top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a \$2.15 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and

biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.

UQ has an [outstanding track-record](#) in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of \$1.1 billion+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

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
- Financial Operations including Accounts Payable, Collections and Receivables and Client Support Services
- 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 position sits within the Corporate Finance team for Finance. FBS Mission Statement and Values Securing UQ's financial future through expert advice, systems and support. FBS values professionalism and accountability. We treat everyone with respect, and work collaboratively to deliver excellent service.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is [available online](#).

DUTY STATEMENT

Primary Purpose of Position

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.

Duties

Duties and responsibilities include, but are not limited to:

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.

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.

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.

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.

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.

Other

- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
 - the [University's Code of Conduct](#)
 - requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School
 - the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)
 - requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

Organisational Relationships

The position reports to the Senior Management Accountant.

SELECTION CRITERIA

- 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.
- Strong financial accounting, analysis and reporting skills, with experience managing and providing project based accounting services.
- Experience working in professional financial advisory and/or service delivery functions in complex stakeholder and policy environments.
- 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.
- Ability to provide strategically aligned operational financial advice and solutions, and partner with clients to achieve desired outcomes and results.
- Progress towards or membership of a professional institution (CPA / CA or equivalent).

The University of Queensland 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.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.