POSITION DESCRIPTION

Position Title:  Senior Management Accountant
Organisation Unit:  Finance
Position Number:
Type of Employment:  Fixed Term
Classification:  HCE Level 8

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 (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). 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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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 $11billion+ (see http://uniquest.com.au/our-track-record).

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, Accounts Receivable and Collections 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. The position is part of the AP processing stream within the Financial Operations team for Finance, who are collectively responsible for central processing of payments for supplier invoices and miscellaneous payable batches.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

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 Professional Services team, the Senior Management Accountant is responsible for scoping client needs and issues, aligning proactive financial solutions, and
coordinating the allocation of finance resources (advisory stream) to deliver high quality advice and services. The role is responsible for managing a team of finance professionals in their Professional Services team, providing support and guidance on complex financial issues, and identifying ways to continuously improve team 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.

**Duties**

Duties and responsibilities include, but are not limited to:

**Client Focused Strategy and Planning**

- Manages the development, alignment and execution of financial and related business strategies to meet the financial management and reporting needs of client business units.

- 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.

- Undertakes proactive financial and business analysis and consults with the Finance Manager and/or specialist services to coordinate the development of financial strategies and plans that best meet client needs and requirements.

- Supports the Finance Manager with the preparation of business cases that guide the selection, validation and prioritisation of client portfolio business strategies and plans.

- Supports the Finance 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.

**Finance Service Delivery Excellence**

- 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.

- Manages the escalation of key client issues or needs that require the expertise, input and/or approval of the Finance Manager or specialist services in order to meet client needs and requirements.

- Partners with senior project leaders across the client group to deliver professional project accounting advice and related services.

- 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.

- 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.

- 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.

- Ensures the appropriate application of the University's financial governance policies within the client business units.
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 the client executive leadership team.
- Ensure changes to University policies and procedures are understood and effectively communicated to key stakeholders across the client business units.
- 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).
- 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.
- 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.
- 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.

Aligned Leadership and People Management

- Develops and implements finance strategies, guidelines and plans that drive fiscal accountability, transparency and financial performance for the client portfolio.
- Provides effective leadership and management to advisory staff in their Professional Services team including guidance, feedback, and coaching on complex finance, stakeholder or policy matters to help improve the capability and performance of the team.
- Manages 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.
- Works with team members to establish individual development plans focused on building technical Finance skills and professional service capability within their Professional Services team, and to support career planning and talent mobility across Finance.
- Implements strategies and programs within their Professional Services team designed to ensure an inclusive workplace that actively embraces, values and leverages diversity.

Effective Project and Risk Management

- 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.
- 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.
- Ensures that the Professional Services 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.
• Manages 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 Finance Manager.
SELECTION CRITERIA

**Essential**

- 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.

- Excellent financial management, accounting and analysis skills, with experience applying financial policy, compliance and risk frameworks.

- 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.

- Experience working in professional financial advisory and/or service delivery functions in complex stakeholder and policy environments.

- Membership of a professional institution (CPA / CA or equivalent) or progress towards eligibility for membership.

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 ([http://www.uq.edu.au/equity](http://www.uq.edu.au/equity)) for further information and points of contact if you require additional support.

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