



## POSITION DESCRIPTION

<b>Position Title:</b>	Senior Management Accountant
<b>Position Classification:</b>	Level 8
<b>Position Number:</b>	318157
<b>Faculty/Office:</b>	Finance
<b>School/Division:</b>	Financial Service
<b>Centre/Section:</b>	Financial and Staff Resources –SDC-HMS
<b>Supervisor Title:</b>	Manager, Financial Services
<b>Supervisor Position Number:</b>	315313

### Your work area

Finance supports the mission of the University by providing a high quality, end-to end, flexible and responsive financial management and advisory service including provision of corporate financial services

The University's professional service delivery model was created to deliver effective and efficient end to end services across the whole University. The model includes all core services of the University and creates functionally aligned services delivered through Service Delivery Centres.

### Reporting structure

Report to: Manager, Financial Services

### Your role

As the appointee you will, under broad direction, deliver the key elements of the University financial management process and provide advisory services on broad financial management processes and issues to the Service Delivery Centre Management Teams and University Executive.

You will be responsible for managing activities associated with the ongoing development of the University key financial reports and provide guidance and quality advice on all financial management activities.

The team is committed to providing a quality outcome with a focus on continuous improvement.

### Your key responsibilities

Coordinate, consolidate and review University financial management, financial reporting, budgeting, including high level commentary and analysis for submission to Central Finance and University Executives

Provide appropriate, timely, quality advice and consultation on financial processes and financial management activities

Provide leadership in analysis and resolution of financial management issues

Contribute to the development and monitoring of performance measures, preparation of detailed analysis and commentaries to support budget development and strategic planning and decision making

Undertake regular budget variance reviews and management reporting to ensure on going budget control

Establish and monitor activity of externally funded research grants and other funding arrangements to ensure financial management and reporting requirements are met efficiently and effectively

Identify, recommend and implement strategies to improve the efficiency, effectiveness and controls relating to the financial and management accounting requirements in relation to team responsibilities

Undertake and support Manager, Financial Services in the delivery of specific financial management projects

Work in collaboration with the Manager Financial Services to identify training needs and work with Central Finance to ensure comprehensive training and development plans for Finance Staff

Ensure integrity of financial data and compliance with University policy

Prepare internal reports and monitor activity in accordance with financial accounting practices to ensure accurate and timely month end close

Other duties as directed

### **Your specific work capabilities (selection criteria)**

Relevant tertiary qualification in accounting or a related discipline

Full professional member of a recognised Australian or International equivalent accounting body

Substantial and extensive experience in financial management

Excellent interpersonal, verbal and written communication skills with the ability to consult, negotiate and liaise collaboratively and cooperatively with diverse groups of people

Excellent planning and organisation skills and demonstrated ability to set priority and to meet deadlines

Highly developed analytical skills with a proven record of planning, preparation and implementation of financial process documentation related to financial management procedures

Proven record of successful interaction and providing specialist written and verbal advice to customers and senior management on financial management reporting

Highly developed project management skills with strong attention to detail

Demonstrated ability to work independently as well as collaboratively as part of a team

Commitment to providing a high level of quality customer service

### **Special requirements (selection criteria)**

Current National Police Clearance Certificate

### **Compliance**

#### Workplace Health & Safety

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements. Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

#### Inclusion & Diversity

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>.