Position Description

Position Title:	Management Accountant (Research)
Position Classification:	Level 7
Position Number:	315309, 315308, 315311, 319924, 319883
School/Division:	Finance
Centre/Section:	Financial Compliance
Supervisor Title:	Senior Team Leader (Research Management Accounting)
Supervisor Position Number:	319923

Your work area

The role of Finance is to support the appropriate stewardship of the University's finance through the provision of a strategic financial advice, establishment of a financial management framework, financial management tools, procurement, management of the University's Investment and Endowment portfolio, as well as financial oversight and accountability for finance and human resources administrative and transactional operations.

Finance undertakes this role through three core pillars: Financial Compliance, Financial Performance and Procurement.

In undertaking this role, Finance operates support across the University, from advising the Vice-Chancellery, Executive and Senior leadership team on strategy and performance to supporting staff and students in their purchases and travel arrangements.

Reporting structure

Reports to: Senior Team Leader (Research Management Accounting)

Your role

As the appointee you will, under broad direction support the Senior Team Leader (Research Management Accounting) and the broader Finance teams with the key elements in the University Research financial management processes and audit requirements. You will also provide support for the ongoing development of the University financial management.

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

Your key responsibilities

Liaise and collaborate with the research community in carrying out financial management responsibilities and advise, monitor and educate University researchers to ensure activity is in accordance with grant and contract funding rules and University policy

Support the Business Partner (Research) and Business Partner (College of Schools) in their financial management responsibilities

Participate in the design and preparation of management reports and presentations with detailed analysis on financial performance against budget and forecasts

Ensure integrity of financial data and compliance with University policies and procedures

Provide regular forecasting information as required to Financial Performance team

Ensure all financial reporting to external funding bodies complies fully with contractual requirements and timescales

Ensure financial compliance with University policies and procedures and take remedial action where necessary

Collaborate with the Senior Management Accountants Financial Performance, to conduct monthly management accounting, analyse and investigate operational variances to budget, communicate with the appropriate management areas, recommend action, implement remedial action as required and report to relevant stakeholders

Participate in and contribute to the development of plans, strategies and work programs to identify and achieve team and Finance outcome requirements

Contribute to developing and monitoring performance measures, preparing detailed analysis and commentaries to support budget development, strategic planning and decision making

Undertake business case analysis in support of projects across the University as required by the Financial Performance team

Support and encourage a culture of continuous improvement by recommending and participating in improvements and innovations in effective budget and financial management processes and systems

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification in accounting, finance or related discipline or demonstrated equivalent competency

Substantial and extensive experience in financial planning for large organisations with multiple funding arrangements

Demonstrated experience in coordinating, preparing and monitoring complex consolidated budgets, forecasting and income/expenditure management.

Excellent written and verbal communication skills, including the ability to relate to diverse groups within the University and externally

Excellent planning and organisational skills

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Well-developed analytical skills, with experience in balancing big picture with financial accuracy and attention to detail

Well-developed reporting skills

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 https://www.uwa.edu.au/policy/home#Code, http://www.web.uwa.edu.au/inclusion-diversity.