

 **Position Title:** Management Accountant

 **Position Classification:** Level 7

 **Position Number:** 315305, 315306, 315307, 315308, 315309, 315310, 315311

 **Faculty/Office:** Finance

 **School/Division:** Service Delivery Centre

 **Centre/Section:**

 **Supervisor Title:** Manager, Financial Services / Senior Management Accountant

 **Supervisor Position Number:** 315297 / 315301

**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

Direct Reports: NIL

**Your role**

The Management Accountant will assist the Senior Management Accountant and the Manager Financial Services with the key elements in the University financial management process. As the appointee you will also provide support for the ongoing development of the University financial management. The team is committed to providing a quality outcome with a focus on continuous improvement.

**Key responsibilities**

* Provide accounting advice on financial management activities.
* Prepare and analyse reports and monitor accounting activity to ensure accuracy of the financial records and maintain awareness of present financial status and management of funds.
* Prepare, review and develop key financial management reports.
* Ensure integrity of financial data and compliance with University policies and procedures.
* Provide regular forecasting information to management, and to Central Finance.
* Ensure all financial reporting to external funding bodies complies fully with contractual requirements and timescales.
* Monitor all financial processes to ensure compliance with University policies and procedures and take remedial action where necessary.
* Work in collaboration with the Senior Management Accountant 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 the Manager Financial Services
* Participate in and contribute to the development of plans, strategies and work programs to identify and achieve team and Finance outcome requirements.
* Assist with 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.
* 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)**

* A degree or other tertiary qualification in accounting or a related discipline.
* Full professional member of a recognized Australian or International equivalent accounting body.
* Well-developed analytical skills with a proven record of planning, preparing and implementing financial process documentation related to financial management procedures.
* Substantial experience in financial and management accounting.
* Substantial experience in working with financial management information systems.
* Strong interpersonal, verbal and written communication skills with the ability to consult, negotiate and liaise collaboratively and cooperatively with diverse groups of people.
* Demonstrated experience in providing high level specialist financial consultancy advice.
* Commitment to providing a high level of quality customer service.

**Special Requirements**

A current National Police Clearance Certificate is required.

**Compliance**

**Workplace Health and 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>

**Equity and Diversity**

All staff members are required to comply with the University’s Code of Ethics and Code of Conduct and Equity and Diversity principles Details of the University policies on these can be accessed at <http://www.hr.uwa.edu.au/publications/code_of_ethics>, <http://www.equity.uwa.edu.au>