

Position Description

Management Accountant



Details

Area	Resources Portfolio
Team / School	Finance and Procurement / Finance Business Partnering
Employment	Permanent and full-time
Location	Flexible
Classification	HEW 8
Manager Title	Senior Manager, Finance Planning and Analysis

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community. Deakin is an Employer of Choice for Gender Equality, a SAGE Athena SWAN Bronze Award holder, seeking gender equity for Women in STEMM, and a Silver Award holder in the Australian Workplace Equality Index for LGBTQ inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sexualities and genders.

[Strategic Plan – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

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Overview

The Management Accountant delivers the annual budget and forecast submissions, staff management plans, monthly reporting, reconciliations, analysis and interpretation of variances, completion of financial reports and provides advice on forecast and budget management.

The position undertakes financial planning and analysis for the designated area, primarily the development of the annual budget and forecasts along with the completion of required financial statements, tables and supporting summaries for review by the Portfolio or Faculty leadership team for presentation to the CFO.

Accountabilities

- Proactively create, establish and retain professional networks, mutually beneficial relationships and considers practical application and alignment within Deakin and to deliver high quality financial support and services
- Use understanding of the client context to anticipate needs, tailor services, improve service offering and ensure a high-quality outcome by addressing client feedback and setting service standards
- Integrate multiple data sources to seek trends and analyse issues from diverse perspectives and draw sound inferences and specific challenges from information available, including monthly reports, staff management plan, identifying and analysing variances as well as the provision of recommendations to improve financial performance, for review and consideration by the Finance Partner/Senior Finance Partner.
- Use accepted theory and practices to develop and deploy continuous improvement actions to ensure implementation of continuous improvement strategies in own work area, including contributing to the ongoing development and implementation of improved financial reporting and procedures
- Navigate appropriate course of action, gain agreement on preferred approach and prepare advice (information, materials and recommendations) to meet specific stakeholder style and requirements
- Interpret needs and offers pragmatic, inclusive and sustainable solutions based on research and in alignment with university context, policies and practices
- Use understanding of the target audience to structure and shape communication to meet their information needs or concerns and anticipate and prepare for the audience's reactions and questions

Selection

Qualifications and experience

- Postgraduate qualifications, or progress towards postgraduate qualifications, in accounting, finance or other similar discipline and extensive relevant work experience or an equivalent combination of relevant accounting experience and/or education.
- Certified Practising Accountant / Chartered Accountant (or studying towards completion)
- Previous experience at a senior administrative level in financial administration and related activities, preferably in a University or other large organisation with complex administrative structures, policies and procedures.
- Relevant experience in the preparation and monitoring of complex budgets and performance reports.

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Capabilities

- **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others and builds and maintains positive relationships with teams across the University.
- **Continuous Improvement:** Proactively improves the efficiency and quality of existing materials processes and systems.
- **Learning Agility:** Learns from experiences; applies learnings to perform successfully in new situations.
- **Analysis and Problem Solving:** Sources relevant information; identifies problems and offers sustainable practical solutions.
- **Planning and Organising:** Plans, analyses and co-ordinates the delivery of projects while balancing priorities and resources.
- **Service Culture:** Considers others perspectives in making decisions and providing advice; strives to exceed expectations

Special Requirements

- Infrequent work outside business hours is required
- Working with Children Check (refer to Recruitment Procedure)
- Police check

Note

The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.