

# POSITION DESCRIPTION

**Operations**  
University Services

## Management Accountant

<b>POSITION NUMBER</b>	0036853
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	PSC 8 - \$99,199 - \$107,370 per annum (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Full Time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Fixed term available for 12 months (Delete drop-down options if not used)
<b>HOW TO APPLY</b>	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Rosetta Pagliaro Tel +61 3 8344 7426 Email <a href="mailto:rosetta.pagliaro@unimelb.edu.au">rosetta.pagliaro@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

## UNIVERSITY SERVICES

University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation

## **OPERATIONS**

University Services Operations is a support group responsible for the coordinated delivery of services across all University Services portfolios.

## **EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## **ABOUT THE ROLE**

### **Position Purpose:**

The Management Accountant is a key position in the Management Accounting and Reporting Team within the University Services Operations Portfolio and reports to the Manager, Finance.

The Management Accountant is responsible for providing financial management support across University Services Portfolios. They will provide financial and analytical support in the day to day financial activity, quarterly forecasts and annual budget of the Portfolio through the provision of financial performance reporting and advice as it relates to their operating/project income and expenditure and their workforce salary plans. The role will partner with Portfolio Executive Directors and Senior Managers and is required to provide financial and non-financial advice for strategic and operational decision making through insights that drive better business performance.

The Management Accountant works in partnership with key customers and stakeholders within the Portfolio and the wider Management Accounting and Reporting team as well as Chancellery Finance to provide an efficient, seamless, consistent and coordinated budget management, reconciliation and financial reporting service for University Services Portfolios to ensure the efficient, accurate, timely and compliant submission of budget and financial data and information to University Services, Chancellery and other stakeholders.

The Management Accountant should be highly focused and committed to making a difference and driving improvements within the Portfolio with strong business partnering experience, excellent interpersonal and communication skills which will allow the individual to gain the confidence of and develop strong professional relationships with stakeholders and customers at all levels.

Reporting line: Manager, Finance\*

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: N/A

### **Key Dimensions and Responsibilities:**

Task level: Significant

Organisational knowledge: Significant

Judgement: Significant

Operational context: General\*

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

### **Core Accountabilities:**

- Provide timely and accurate monthly financial reports that clearly and concisely describe the current and anticipated future (forecast) financial and staffing positions in plain language that supports timely, effective and considered decision making;
- Develop, prepare, submit and support the effective ongoing management of a detailed and accurate annual budget within approved parameters and that supports the University to achieve its objectives;
- Ensure that accurate and up-to-date financial information is available to all stakeholders;

- Ensure that budget, financial and administrative information is managed in a secure, logical, consistent and coordinated way that facilitates efficient access to the information by authorised staff;
- Ensure that year-end financial, compliance and administrative processes are completed in a consistent and coordinated way across the Portfolio and that all deadlines and requirements are met;
- Respond in a timely and concise manner to queries from Executive Directors, Senior Managers, University Services and other stakeholders regarding budgets, reconciliations and staffing resources;
- Contribute to projects as required from time-to-time that seek to improve local business processes and systems;
- Identify and develop initiatives and work collaboratively with other University Services Portfolio's Management Accountants to ensure a client centred and coordinated approach to service that optimises access to information to stakeholders;
- Adhere to compliance and quality assurance requirements in accordance with the University's risk management framework;
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.
- Knowledge of the University's administrative and financial policies, operations and procedures, Oracle based HR and Finance Enterprise systems, Hyperion Budgeting and Planning system.
- Demonstrated ability to develop and maintain financial and non-financial dashboards.

### **Selection Criteria:**

#### **Education/Qualifications**

The appointee will have: a tertiary qualification with extensive relevant experience or an equivalent combination of relevant experience and/or education and/or training.

3-4 year experience in a similar Management Accounting role.

CPA/CA qualified.

#### **Knowledge and skills:**

- Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.

- Proven ability to effectively manage large, complex budgets (including preparation and submission within approved parameters, of both financial and non-financial budget envelopes and constructing large workforce plans) that involve multiple stakeholders;
- Proven ability to provide clear, concise and timely financial and non-financial data, reports and commentary in plain (non-technical) language;
- Proven ability to effectively build trust and manage the ongoing professional relationships with senior stakeholders and provide insight for effective decision making,
- Proven ability to convey information to, and built rapport with, all levels of staff within a diverse work environment and communicate complex financial information in a clear and concise way.
- Excellent quantitative, analytical, financial and reporting skills, including strong Excel and database skills;
- Excellent organisational and time management skills, with proven ability to manage and respond to changing priorities and deadlines and work effectively with others to achieve consistently high outcomes;
- Strong analytical, research, problem-solving and conceptual skills with an ability to display sound initiative and provide creative and effective solutions to issues as they arise;

#### **Other job related information:**

##### **Level of Supervision, Skills, Knowledge**

- The incumbent receives broad direction from the Manager, Finance and is expected to exercise a very high level of independence and initiative on a day-to-day basis.
- Initiative, mature judgement, and liaison and relationship management skills are essential together with an ability to clearly and concisely communicate complex technical and financial information in plain language.
- The incumbent is expected to be self-motivated, prioritise workloads and plan ahead and make and accept responsibility for decisions made within their accountability, whilst taking into account workloads and schedules across the Management Accounting and Reporting team.

##### **Problem Solving and Judgement**

- The Management Accountant will be expected to perform a wide variety of tasks of varying complexity and be able to apply sound problem-solving skills. The incumbent will be required to devise, implement and review systems, policies and procedures for the portfolio's financial and administrative services to ensure the needs of all stakeholders are met.
- The Management Accountant requires strong analytical, investigative and reporting skills when planning resource allocation and utilisation. The incumbent will exercise judgement in assessing

competing demands, and is expected to make policy recommendations and to develop new ways of using a specific body of knowledge.

#### Professional and organisation Knowledge

- The incumbent requires a sound knowledge of the department and University's organisational structure and of its financial, human resource and risk management policies, procedures and systems, and experience in financial management.
- Proficiency in the use of the University's enterprise systems such as THEMIS (Oracle Financials and HR) and Hyperion Budgeting and Planning system is essential, as is an excellent understanding of spreadsheets and other relevant computer packages
- The incumbent communicates and collaborates with staff at all levels across the department, in other University Services departments and Chancellery Finance.