

MANAGEMENT ACCOUNTANT

DEPARTMENT/UNIT	Research and Revenue Accounting Services
FACULTY/DIVISION	Office of Senior Vice President Finance and Chief Financial Officer
CLASSIFICATION	HEW Level 6
DESIGNATED CAMPUS OR LOCATION	211 Wellington Road, Mulgrave

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

The **Office of the Senior Vice-President Finance and Chief Financial Officer** is one of the professional services portfolios supporting the University's core businesses of education and research. We provide best practice financial advice and services to the University. These include financial accounting, taxation, budgeting and reporting, procurement to payments, research and revenue accounting, business strategy, the University's banking relationships, investment funds and borrowings and the management of major projects with complex financial and legal dimensions. For more information on the work we do, please visit our website.

Research and Revenue Accounting Services (R&R) provides financial services to researchers and project managers in a business partnering model by supporting project costing and providing financial advice across the duration of projects.

Monash Finance Values:

- Excellence
- Collaboration
- Integrity
- Service

POSITION PURPOSE

The **Management Accountant** coordinates and provides a full range of financial and revenue functions for clients in a business partnering model. The incumbent partners with our clients to prepare budgets, proactively update forecasts,

monitors the financial position, and in consultation with the Finance Business Partner, provides strategic, proactive and pre-emptive advice maximising the research funding and undertakes financial reporting for research grants and contracts.

Reporting Line: The position reports to the Finance Business Partners under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not Applicable

Budgetary Responsibilities: Not Applicable

KEY RESPONSIBILITIES

1. Deliver a broad range of management accounting services, according to best practice, and key performance indicators
2. Proactively undertake budget and management reporting to meet compliance and client needs, including preparing budgets and forecasts for research grants/contracts and continually monitoring financial performance/expenditure against those budgets and forecasts
3. Generate and develop reports, analyse data/trends, make strategic recommendations and use information working with clients to monitor progress and proactively resolve issues
4. Organise financial acquittals for external funding bodies ensuring that they are in accordance with agreed formats and comply with relevant funding rules and regulations
5. Contribute to maintaining financial operational systems, including overseeing work flow processes and supervising the compliant maintenance of records
6. Build and sustain effective working relationships with a network of colleagues, clients and stakeholders and use these to identify and address client needs
7. Actively participate in and implement continuous improvement activities relating to R&R accounting practices/protocols, quality assurance standards and customer service excellence
8. Adhere to all university, financial, tax, legal and corporate governance requirements, policies and provisions as they relate to the R&R accounting function

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree in finance/accounting or other relevant discipline, preferably with CPA or CA status, along with subsequent relevant experience; or
 - extensive experience and management expertise in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated experience and expertise in the developing, preparing and monitoring complex budgets, forecasting and income/expenditure management
3. Highly-developed communication skills, including the ability to communicate with impact with a diversity of stakeholders and effectively communicate complex financial information to people with varying levels of financial literacy
4. A strong commitment to excellence in customer service and a hands-on approach to service provision with proven excellence in relationship management
5. Strong numerical, analytical and problem-solving skills, including the ability to interpret data, identify trends/issues and make practical recommendations
6. Excellent organisational skills, including the ability to set priorities, manage time, plan work to meet deadlines and maintain excellent attention to detail/accuracy
7. Ability to understand your role in the context of the University and understand your role in helping the organisation reach its strategic objectives
8. Demonstrated ability to work as an effective member of a team as well as being able to exercise high levels of independence, judgement and initiative
9. Highly developed computer literacy, ideally with experience in SAP or other large Enterprise Resource Planning systems

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Police Records Check and Finance check are required

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.