

Position Title	Senior Management Accountant
Classification	Level 8
School/Division	Finance
Centre/Section	Financial Performance
Supervisor Title	Manager, Financial Performance Support
Supervisor Position Number	319892
Position Number	321301

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.

As part of the Financial Performance team, the focus area of this role will be to provide finance support to the Office of the Deputy Vice-Chancellor (Education) in relation to commercial activities, including but not limited to Child Care Centre, Medical Centre, Student Accommodation.

Reporting structure

Reports to: Manager, Financial Performance Support
Dotted line reports to: Deputy Vice-Chancellor (Education)

Your role

As the appointee you will, under broad direction, provide support to the Education portfolio with all aspects of financial performance management process, including planning, budgeting, forecasting, reporting and providing guidance and quality advice on all financial performance management activities advisory services on broad financial management processes and issues. You will work directly with the Education Executive, Leadership and across the portfolio to guide and support the current and future state of the Education portfolio's budgetary success.

Your key responsibilities

Contribute to the development and monitoring of performance measures, preparation of detailed analysis and commentaries to support budget development and strategic planning and decision making

Provide appropriate, timely and quality advice and support on financial performance management activities

Liaise with key stakeholders to provide financial advice to support the portfolio's strategic and operational decision-making.

Provide leadership in the resolution of financial performance management issues, supported by appropriate analysis

Positively share, influence, and develop critical business thinking in appropriate areas of the portfolio in support of local business unit leaders and teams

Plan, populate, and review the budget process across the Education portfolio

Undertake regular budget variance reviews and management reporting to ensure on going budget control

Ensure integrity of financial data and compliance with University policy

Prepare internal reports and monitor activity in accordance with financial accounting practices to ensure accurate and timely month end close

Coordinate, consolidate and perform review activities associated with University level financial performance management processes, including review, analysis and insightful commentary

Work in collaboration with the Manager, Financial Performance Support to create an environment of coaching and support across the broader Financial Performance team, including identifying training needs and contributing toward the provision of comprehensive training and development plans

Identify, recommend and implement strategies to improve the efficiency, effectiveness and controls relating to the financial and management accounting requirements across the portfolio business units

Undertake and support Manager, Financial Performance Support and the broader Finance team in the delivery of specific projects which impact and relation to the education portfolio.

Other duties as directed

Your specific work capabilities (selection criteria)

A degree or other tertiary qualification with substantial experience in financial management

Full professional membership of a recognised Australian or International equivalent accounting body

Strong interpersonal, verbal and written communication skills with the ability to consult, negotiate and liaise collaboratively and cooperatively with diverse groups of people

Excellent planning and organisation skills and demonstrated ability to set priority and to meet deadlines

Demonstrated ability to work independently as well as collaboratively as part of a team

Commitment to providing a high level of quality customer service

Highly developed analytical skills with a proven record of planning, preparation and implementation of financial process documentation related to financial management procedures

Extensive demonstrated hands-on understanding and experience in a business environment with financial management, accounting, reporting and budgeting processes

Highly developed project management skills with strong attention to detail

Special requirements (selection criteria)

Current National Police Clearance Certificate

Compliance

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [Code of Ethics and Code of Conduct](#)

Inclusion and Diversity web.uwa.edu.au/inclusion-diversity

Safety, health and wellbeing [Safety and Health Policy](#)