

<b>POSITION TITLE</b>	Management Accountant
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<b>FACULTY/INSTITUTE/DIVISION</b>	Division of the Chief Operating Officer
<b>SCHOOL/SECTION</b>	Financial Services (Divisional)
<b>CAMPUS</b>	Hobart
<b>CLASSIFICATION</b>	HEO 6
<b>DATE</b>	October 2018

#### **POSITION SUMMARY**

The University operates a professional services model where the provision of financial services is centralised and delivered through a college Hub model comprising of Faculties, Schools, Institutes and Divisional Units (Budget Centres).

The position is a member of the Divisional Finance team. The Management Accountant will actively support the Budget Centres to deliver their finance requirements and support the provision of professional advice, guidance and solutions.

Under general direction and supervision the incumbent is responsible for:

- Ensuring the provision of timely financial advice and analysis to the Budget Centres.
- Monitoring financial performance of Budget Centres and provide support and advice on financial and budget management issues.
- Preparation and delivery of budgets and associated reporting requirements.
- Supporting the Budget Centres to manage their business processes and finance outcomes.
- Identifying and recommending continuous improvement opportunities.
- Developing strong customer relationships, and ensuring a strong customer focus.

#### **POSITION RELATIONSHIPS**

<b>Supervisor</b>	Management Accountant - COO
<b>Direct reports</b>	None
<b>Other</b>	<p>The incumbent must interact in an effective way with:</p> <ul style="list-style-type: none"> <li>• Finance Business Partner – Divisional</li> <li>• General Manager Finance</li> <li>• Finance Services staff</li> <li>• Budget Centre Managers, administrators and professional staff</li> <li>• Transactional shared services</li> </ul>

## KEY ACCOUNTABILITIES AND OUTCOMES

1.	Provision of timely and professional finance advice and support to applicable Budget Centre. Including the provision of advice with regard to correct account coding and preparation of journals.
2.	Develop and maintain strong and effective communication and working relationships with relevant staff at the University.
3.	<p>Assist in the preparation of the University's annual budget for assigned Budget Centres:</p> <ul style="list-style-type: none"><li>• Provide guidance and support to the Budget Centres in the formation and delivery of their financial budget.</li><li>• Assist with budgeting analysis and modelling required in the budget process.</li><li>• Assist in the preparation of budgets in line with the University's strategy and budgetary processes.</li><li>• Provide support to the Budget Centre throughout the budget process.</li></ul>
4.	<p>Monitor, analyse and report on financial performance, including:</p> <ul style="list-style-type: none"><li>• Monitor the financial performance of applicable Budget Centres and assist with variance analysis.</li><li>• Assist in the preparation of monthly financial reports, and ensure that accurate and timely accounting and budget information and commentary is provided to Budget Centres, research &amp; operating project owners and University management.</li><li>• Provide analysis of the financial performance and outcomes of University operations, with a focus both on operating and research activities.</li><li>• Assist in the provision of professional advice addressing areas of financial concern.</li></ul>
5.	Participate in projects to improve Financial management capabilities, and service delivery, as well as contribute to the continuous improvement of finance processes, procedures and policy.
6.	Undertake adhoc projects within the field of expertise and knowledge as required by Finance or University management teams.

## DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

The role will primarily be providing sound financial advice, in consultation with the Finance Business Partner, based on professional experience, in relation to finance issues affecting the Hub. Such advice and recommendations will be consistent with the overall framework of policy guidelines and professional standards. The role will be accountable to the Management Accountant - COO for the quality of the advice provided.

## SELECTION CRITERIA

### Essential Requirements

1. Completion of a relevant Degree and/or extensive relevant work experience.
2. Progress towards an internationally recognised accounting body's qualification, or a combination of relevant experience and/or education/training.
3. Proven financial, analytical and commercial skills, including problem solving and decision-making capabilities.

4. The ability to analyse and report on information and proficient in Microsoft Office applications, particularly Microsoft Excel.
5. Excellent interpersonal and communication skills, including the ability to effectively liaise with applicable Budget Centre managers and the ability to work in a flexible and collaborative manner.
6. Demonstrated ability to work to tight time frames often with conflicting deadlines, and to progress projects to completion and to assess and evaluate the project impacts.
7. Demonstrated ability to work independently with general direction or as part of a team.
8. Demonstrated commitment to continuous improvement and possess the initiative to recommend changes to policy and procedure where improvements or efficiencies can be achieved.
9. Demonstrated client service focus and experience in a client service environment
10. Proficient in the use of Finance systems and the ability and willingness to learn and develop skills using new applications.

#### **Desirable Attributes**

1. Familiarity with Technology One Financials system.
2. Demonstrated knowledge of the University sector and current issues and trends confronting universities.

#### **WORKPLACE HEALTH AND SAFETY**

- All staff will assist the University to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the University's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions

#### **UTAS STATEMENT OF VALUES**



We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice. We bring these values to life by our individual and collective commitment to:

- \* Creating and serving shared purpose
- \* Nurturing a vital and sustainable community
- \* Focusing on opportunity
- \* Working from the strength diversity brings
- \* Collaborating in ways that help us be the best we can