

**JOB ROLE STATEMENT****MANAGEMENT ACCOUNTING MANAGER  
LEVEL 7**

**DIRECTORATE** FINANCE AND COMMERCIAL SERVICES  
**BRANCH** FINANCE SERVICES **POSITION NO** P0070347

**KEY RESPONSIBILITIES**

Manage the Management Accounting function to ensure the development and provision of management and project accounting services including Project Budget, Forecasting and Reporting Management processes and systems.

**KEY DELIVERIES****Project Accounting Business Partnering**

- Responsible for providing business partnering services in Project Accounting practice.
- Responsible for providing advice and recommend ways of accomplishing best possible project financial outcomes on the basis of identified trends and data.
- Manage the administration of Project Budget/Forecasting/Reporting Management Systems.
- Manage business requirements for Project Budget/Forecasting/Reporting Management Systems.
- Manage process reengineering for processes associated with Project Budget/Forecasting/Reporting Management.
- Manage workshops/presentations for key internal and external stakeholders.
- Manage the development and maintenance of user training materials and the provision of training to the organisation.

**Management Accounting**

- Manage production and development of corporate financial management information for management decision-making.
- Responsible for managing the organisation cash flows including provision of advice to internal and external stakeholders.
- Manage the delivery of special purpose financial reporting to meet external funding organisation requirements including Commonwealth annual financial statements.
- Manage the internal financial management reporting in accordance with requirements including corporate reporting processes.
- Lead projects to develop and enhance management accounting practices including project budget, forecasting and variance analysis.

**Leadership and Management**

- Provide expert advice for the development, maintenance and implementation of management accounting policies and procedures.
- Manage financial, technological, physical and other resources within agreed allocations to meet agreed outcomes.
- Manage employee behaviour, performance and development.

**Stakeholder Relationships**

- Develop and maintain effective service-focused relationships with key internal and external stakeholders.
- Undertake consultation and liaison with stakeholders of high authority.
- Manage the interface with Systems Management Section, Program Management Office and Human Resources Directorate.
- Provide expert management accounting advice to the Corporate Budget Committee and Manager Finance Services.
- Manage collaboration with other directorates within Main Roads to ensure the efficient and effective delivery of project outcomes.
- Provide a Business Partnering approach in interacting with Directorates and an effective interface for collaboration with the Project Management Office and Budget and Program Management.

**SAFETY, HEALTH AND WELLBEING (SHW)**

Responsible for active participation and performance to SHW standards as detailed by the Main Roads' Safety, Health and Wellbeing (SHW) Management System - refer to "SHW Responsibility and Accountability Procedure" on 'iRoads' intranet.

**LOCATION**

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

**DYNAMIC RESOURCING**

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

**REPORTING RELATIONSHIPS**

*This position reports to:*

(A) TITLE AND LEVEL	POSITION NO
MANAGER FINANCE SERVICES	P0052115
LEVEL 8	

# MANAGEMENT ACCOUNTING MANAGER LEVEL 7

**POSITIONS UNDER DIRECT SUPERVISION**

**ALL POSITIONS UNDER CONTROL**

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
Project Accountant (PMO)	LEVEL 7	Salaried, Wages	2
Management Accountant (X3)	LEVEL 6		6
<b>TOTAL</b>			<b>8</b>

**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

**ESSENTIAL:**


- A Degree in Commerce (Accounting).
- Comprehensive skill, knowledge and experience in:
  - management accounting standards and practice in a large and complex organisation
  - project accounting, including financial management, accrual accounting for contracts, forecasting and financial analysis in a large and complex organisation
  - developing and implementing financial management policies, procedures and guidelines
  - financial management systems and processes including business intelligence tools
  - building and enhancing stakeholder relationships
  - managing, financial, technological, physical and other resources within agreed allocations to meet agreed outcomes
  - managing employee behaviour, performance and development
- Knowledge of:
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity
- Possession of a current Western Australian 'C' Class (car) motor vehicle drivers licence or an approved equivalent.

**DESIRABLE:**


- Membership of a recognised Professional Accounting Body at CPA or CA or IPA.

**CERTIFICATION**

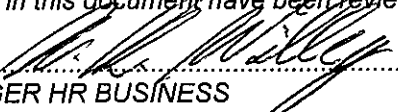
1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 7/11/2019  
BRANCH/SECTION HEAD

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE  DATE 7/11/2019  
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 7/11/19  
MANAGER HR BUSINESS