

JOB DESCRIPTION FORM

Position title/number:	Management Accountant		
Classification:	General Division Level 5		
Roster:	Full-time (37.5 hours per week)		
Division:	Business Services		
Business Unit:	Strategy, Budgeting and Reporting		
Reports to:	Manager - Management Accounting (12300201)		
Direct reports:	0 FTE	Office location:	Perth

Job Description

This position is responsible for management reporting to internal stakeholders, performance reporting to external stakeholders, and assisting with maintaining the agency's management accounting framework.

In consultation with the business, the position develops and maintains performance and management reporting systems to provide managers with information to enable them to effectively review and manage their business, performance and strategic direction.

About Us

Legal Aid WA has one purpose: to see that the law protects all Western Australians regardless of poverty or disadvantage. We provide legal assistance services across Western Australia and the Indian Ocean Territories. We deliver those services through our offices in the metropolitan area and regional WA, Virtual Offices, outreach locations, and private lawyers across the State on our panels. We are funded by the State and Federal Governments, are governed by a Board of Commissioners, and we are accountable to the Western Australian Attorney General.

We are guided by our vision of providing equitable access to justice to support a fair and safe community, and we are driven by our values:

- Client centred
- Integrity
- Making a difference
- Innovation
- Respect

Scope of Duties

- Supports the Management Accountant and Corporate Reporting Officer to maintain the management accounting framework.
- Delivers appropriate management information to enable effective review of agency and business performance, and prepares and delivers performance information to external stakeholders.
- Communicates with internal and external stakeholders to determine their statistical, financial and performance reporting requirements and develops meaningful reports using Microsoft Excel, and liaises with contractors as appropriate.
- Delivers financial, performance and other compliance reports to internal and external stakeholders, and assists with maintaining the agency's management accounting framework.
- Assists with internal and external annual budget setting processes, including supporting operational divisions with setting salary budgets and performance targets, and coordinating the Department of Treasury budget process requirements.
- Analyses and interprets data and statistics to provide information that supports and influences the strategic decision making process.
- Engages with operational divisions, consults with and supports them to make strategic decisions that drive efficiency and add value for the business. Translates and communicates complex business or financial concepts to the business into easy to understand terms.
- Performs other duties as required.

Selection Criteria

Only the criteria in bold must be addressed in applicant's written application and resume. These and the remaining selection criteria will be assessed through interview or alternative selection methods.

Essential

- **Ability to interrogate financial and management information systems to meet client information needs in a timely manner.**
- **High level analytical and conceptual thinking and problem solving skills.**
- **Well developed communication and interpersonal skills and the ability to discern client requirements.**
- **Previous management accounting experience (including budgeting), good working knowledge of financial analysis and management accounting principles and accounting practices.**
- **Advanced Microsoft Excel skills.**

Essential Core Competencies

These are essential criteria for appointment to all Legal Aid WA positions. Refer to the [Core Competencies Matrix](#) on our website.

- Committed to the principles of social justice
- Values people, partnership, and teamwork
- Willingness to learn and share knowledge with others
- Outcome and service focused

Qualifications/Licences

It is important that you set out clearly in your application a summary of your qualifications and attach a copy of relevant qualifications with your application.

- Tertiary qualification in accounting or a business related discipline (Essential)
- Progression towards membership of CPA Australia as a CPA, the Institute of Chartered Accountants as a Chartered Accountant, or the National Institute of Accountants as a Professional National Accountant will be highly regarded (Desirable)
- 'C' or 'CA' Class Western Australian Driver's Licence or equivalent. (Desirable)

All appointments to Legal Aid Western Australia are subject to satisfactory National Police Certificate and 100 Point Identification Check.