Job Description
Management Accountant
Level 6

Position Number: 10000074, 10001907
Division: Corporate Services
Branch: Finance
Location: Joondalup
FTE: 1.0
Agreement/Award: Government Officers Salaries, Allowances and Conditions Award Public Service and Government Officers General Agreement 2019 or as replaced

Reporting Relationships
Reports to
Manager Resource and Budgeting, Level 7

Other officers reporting to the above office:
Resource Analyst, Level 4

This Office – officers under direct responsibility
Nil

Key Role Statement
The Management Accountant is responsible for ensuring the effective management of the college budget, in-line with estimates. Provides a consultancy service that supports cost centre managers in achievement of budgets and provision of accurate and timely financial information to internal stakeholders.

Key Responsibilities
- Assist with the development, implementation and management of the College annual budget as well as quarterly budget reviews and ad-hoc adjustments.
- Provides a consultancy service to the College Portfolio Directors in the management of their finances, including analysis and reporting on results, identifying variances, emerging issues and trends and supporting the costing and allocation of commercial / non-profile activity.
- Attends and contributes to meetings with the Portfolio Directors and the Director Finance, as required
- Monitors the financial performance of the College and prepares monthly internal financial management reports.
- Reviews and compares the financial performance of academic areas and service functions against budget estimates.
- Maintain allocation models, including Delivery and Performance Agreement (DPA) funding, international student revenue, tuition and resource fee revenues.
- Provision of training to Directors and administration staff in the use of the Financial Management Information System, Budget Tool and relevant policies and procedures
- Assesses financial assumptions and calculations included in proposed college strategic initiatives, job costing and commercial pricing models.
- Reviews results against key performance indicators and benchmarks.
- Assists the Manager Resource and Budgeting with Treasury (SIMS) whole-of-government budget reporting and annual Section 40 budget process.
- Submits and maintains Commonwealth Funding Agreement Pre-Approvals and ad-hoc approvals.
- Works with college executives to ensure out-turns are within budgets.
- Contributes to the maintenance and improvement of applicable systems, policies, procedures, templates and documentation.
- Undertakes other duties and able to act as the Manager Resource and Budgeting in his absence, as required.
Selection Criteria

Essential

- Qualified accountant eligible for membership of CPA Australia, Chartered Accountants Australia and New Zealand, the Institute of Public Accountants, CIMA Australia or appropriate membership of a recognised overseas accounting body.
- Effective communication skills and experience in consulting with a wide range of stakeholders.
- Demonstrated experience in assisting the preparation of annual budget and/or five year strategic plan for a government agency.
- Experience in using Financial Management Information Systems particularly for reporting and costing purposes, and ability to apply advanced skills in the utilisation of other databases and spreadsheets.
- Demonstrated experience in identifying and analysing and presenting financial information for decision making purposes.

Other Requirements

- May be required to work from any College campus.

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

<table>
<thead>
<tr>
<th>Business Unit Manager</th>
<th>Managing Director</th>
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<tbody>
<tr>
<td>Name: Othmar Beerli</td>
<td>Name: Michelle Hoad</td>
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<tr>
<td>Date: 17 January 2020</td>
<td>Date: 20 January 2020</td>
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