

# MANAGEMENT ACCOUNTANT

(POSITION #01211)

VENUES WEST

AWARD CLASSIFICATION	GOSAC, Level 6	ANZSCO	221112
DIRECTORATE	Finance	BRANCH	Finance
LINE MANAGER	Budget and Systems Manager	DIRECT REPORTS	1
SPECIAL CONDITIONS	N/A		

## ABOUT THE DIRECTORATE

The Finance Directorate is responsible for measuring and recording financial performance, maintaining compliance and control, preparing financial and management reporting, coordinating forecasting and budgeting targeted at providing actionable insight to inform and drive business decisions and outcomes.

## ABOUT THE ROLE

The Management Accountant provides budgetary and statutory compliance reporting support to the Budget and Systems Manager, undertakes financial analysis and provides a management accounting service to VenuesWest operational staff and managers.

## ROLE RESPONSIBILITIES

*VenuesWest is committed to Equal Employment Opportunity (EEO) and diversity in the workplace and providing a safe and inclusive environment for workers and patrons. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO and Work Health & Safety legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.*

## MANAGEMENT AND SUPERVISION

- Leads the performance of direct reports ensuring clear performance expectations, timely recognition of achievements and timely management of underperformance.
- Undertakes the VenuesWest Performance Development and Planning process with direct reports and ensures people are continually developed and recognised.
- Assists with the implementation of change management strategies required to achieve corporate objectives.

## REPORTING

- Prepares and distributes monthly financial reports to the VenuesWest Board and Management team highlighting significant variances against budget.
- Undertakes complex financial analysis of monthly finance reports and provides specialist advice and/or support in relation to financial and management accounting issues.
- Prepares monthly capital expenditure reports for Department of Treasury and Executive and reconciles spend to internal capital expenditure reports.
- Prepares monthly capital expenditure reports and monthly adjustment journals for individual venues capital expenditure as required.
- Assists with the provision of information to internal and external auditors.

## CLIENT AND STAKEHOLDER MANAGEMENT

- Provides an internally focused financial advisory role for VenuesWest employees
- Fosters and positively manages industry, community and government communications and relationships.

- Represents VenuesWest in negotiations, discussions and consultations with customers and stakeholders.
- Establishes and maintains constant liaison with other Directorates and Branches to ensure the enhancement and successful delivery of services.
- Represents VenuesWest at meetings with stakeholders to inform and contribute on financial matters, primarily capital expenditure reporting and reconciliation.

## **BUDGETING**

- Coordinates VenuesWest's annual internal budgeting process and mid-year review budgets.
- Facilitates annual budgets and forecasts in VenuesWest's financial systems and amends as required.
- Aligns the annual internal capital expenditure budget to the Asset Investment Program (AIP) budget in Treasury's Strategic Information Management System (SIMS).
- Assists the Budget and Systems Manager in maintaining budget information held in SIMS.
- Assists the Budget and Systems Manager with the preparation of the annual State Budget and Mid-Year Review including financial information required and relevant SIMS adjustments.
- Assists with long term financial planning, modelling and business planning for VenuesWest.

## **FINANCIAL SYSTEMS**

- System administrator and subject matter expert for the agency Budgeting and Reporting tool.
- Provide support and training to business users for the agency Budgeting and Reporting tool.
- Issues management and support relating to the agency Financial Management System (FMS).
- Chart of accounts maintenance within the FMS and Budgeting and Reporting Tool.
- Compile monthly Budgeting and Reporting and FMS systems usage, access and segregation of duties reports for management.
- Responsible for procurement and contract management for the Budget and Reporting tool.
- Support for financial system integrations management.

## **WORKPLACE SAFETY AND HEALTH**

- I take care to protect my own safety and health at work, and that of others by co-operating with all VenuesWest policies and procedures and complying with all applicable work health and safety laws.

## **OTHER**

- Works with the Financial Accountant in ensuring all reporting and compliance priority objectives are met.
- Works with the Financial Accountant as required to maximize internal stakeholder service delivery.
- Other related duties, as directed.

## **ROLE REQUIREMENTS**

The following capabilities are to be addressed in context of the responsibilities of the role.

### **ESSENTIAL**

1. Demonstrated skills, knowledge and experience within a management accounting environment including:
  - production of quality financial and non-financial management reports;
  - knowledge of the Financial Management Act 2006, Treasurers Instructions and Accounting Standards.
2. Understands strategic objectives, trends and factors that may influence work plans; Scans the environment to monitor work plans; Thinks laterally and is innovative in identifying and implementing improved work practices.
3. Establishes clear plans and timeframes; Evaluates performance and identifies need for change; Determines action and focuses on quality whilst seeing tasks and projects through to completion.

4. Builds and maintains relationships with stakeholders, team members and colleagues; Recognises and adapts to individual differences and diversity and takes responsibility for delivering high quality customer focussed services.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of Conduct; Challenges issues constructively, committing to actions and reflecting on own behaviours.
6. Communicates and influences effectively both orally and in writing, presenting messages confidently, listening to differing ideas and presenting persuasive counter arguments in negotiations.
7. Defines and clearly communicates roles and responsibilities; Negotiates and monitors performance standards and provides regular feedback to build on strengths; Guides the team and achieves results; Actively promotes and communicates change to employees.

#### **DESIRABLE**

1. Understanding of public sector policies and processes.
2. Demonstrated experience in the development of accounting systems, policies and procedures.
3. Demonstrated working knowledge of Fringe Benefits Tax and Goods and Services Tax legislative requirements.

### **QUALIFICATIONS / CERTIFICATIONS**

#### **ESSENTIAL**

- Tertiary (degree level) qualification in Accounting, Finance or a related discipline.

#### **DESIRABLE**

- Full membership of a professional accounting body (i.e. CA or CPA qualification) or significant progression towards attaining a qualification

### **ABOUT THE VENUESWEST WAY**

It is our system of defining and measuring our culture and sets the expectation on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and a collective. Our signature behaviours are:



*We champion dreams*



*We deliver safely*



*Together we win*



*We act like owners*



*We celebrate success*

### **POSITION CONDITIONS AND ELIGIBILITY**

Appointment to this position is conditional upon:

- Providing evidence of 'Right to Work' in Australia
- Providing evidence of a National Police Clearance (dated within 12 months)

**CERTIFICATION**

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

David Etherton  
Chief Executive Officer



Date JDF Approved

7 July 2025