

POSITION DESCRIPTION



Position	Management Accountant
Level/Classification	HEW Level 8
Reports to	Manager Finance Business Partnering (Central, Offices & Capital)
Unit	Financial Performance
Directorate	Finance Office
Positions Supervised	None

Position Purpose

The Management Accountant is responsible for supporting Budget Holders with all aspects of University financial performance management process, including planning, budgeting, forecasting, reporting and providing guidance and quality advice on all financial performance management activities advisory services on broad financial management processes and issues. As the appointee you will also be responsible for supporting activities associated with continuous improvement, such as the ongoing development of the University key financial reports and process improvement initiatives.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

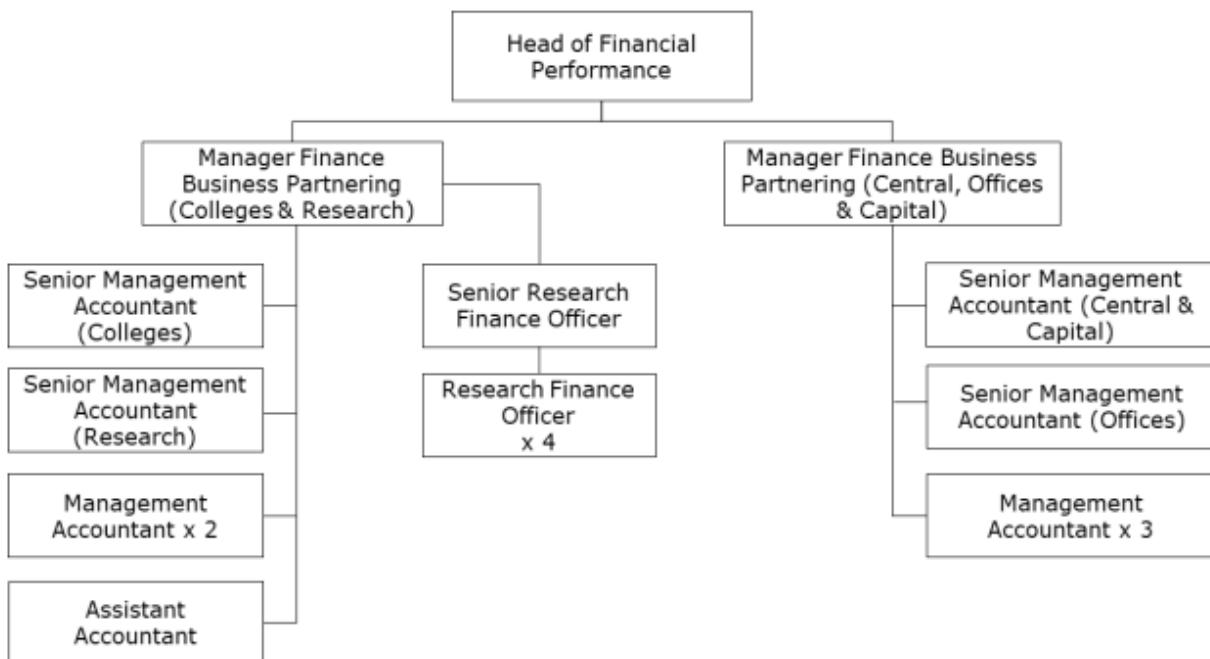
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

Finance's vision is to be a proactive, valued, and trusted business partner supporting the University's strategic plan and the team is dedicated to creating a customer focused and collaborative environment, empowering decision makers in the delivery of innovative education and research.

Reporting Relationships



Key Responsibilities/Duties

1. Work collaboratively with the Senior Management Accountant (Offices), the Senior Management Accountant (Central, Offices & Capital) and the Manager Finance Business Partnering (Central, Offices & Capital) to ensure that Finance is seen as a highly valued and trusted financial advisor within the University and that critical information is conveyed and understood.
2. Establish and maintain effective working relationships with key internal and external stakeholders and ensure that any feedback or relevant information is incorporated into budget or forecast and that stakeholders are kept informed of opportunities and risks progress on a timely basis.
3. Contribute to the development and monitoring of performance measures, preparation of detailed analysis and commentaries to support budget development and strategic planning and decision making.

4. Provide appropriate, timely and quality advice and assistance on financial performance management activities.
5. Provide leadership in the resolution of financial performance management issues, supported by appropriate analysis.
6. Prepare, analyse, monitor and report on strategic and operational financial information including budgets, expenditure, forecasts, cost control and cash flow as required.
7. Identify and report on expenditure and budget variations as well as implementing monitoring processes to provide for effective financial project management in relation to capital projects.
8. Undertake regular budget variance reviews and management reporting to ensure on going operational budget control.
9. Prepare Strategic and Operating budget and forecasts, including insightful commentary and analysis for submission to University Executives and Governing Committees.
10. Prepare internal reports and monitor activity in accordance with financial accounting practices to ensure integrity of financial data, an accurate and timely month end close and compliance with University policy.
11. Work in collaboration to create an environment of coaching and support across the broader Financial Performance team, including identifying training needs and contributing toward the provision of comprehensive training and development plans.
12. Participate in the design and preparation of management reports and presentations with detailed analysis on financial performance against budget and forecasts with clearly defined key performance indicators.
13. Undertake analysis, interpretation and projection of revenue and expenditure and provide input into identifying key trends and modelling the impact of budget risks, possible mitigation strategies and opportunities to maximise capital and strategic investment.
14. Participate in a team based consultative supportive environment which supports and provides training and shares knowledge and skills with other team members to ensure sustainable service levels and continued learning and development within the team.
15. Contribute to the identification and modelling of desirable team behaviours to achieve a high level of personal and team performance and a professional approach to team duties.
16. Establish, maintain and develop internal controls, key performance indicators and documentation relating to team duties in accordance with approved policy and operating standards.
17. Ensure maintenance of appropriate records in accordance with University record keeping requirements.
18. Support a continuous improvement culture, recommending and participating in improvements and innovations in effective financial management processes and systems and realise Finance's vision.
19. Other duties as directed.

Selection Criteria

Essential

1. A degree or other tertiary qualification, with over 5 years of experience in financial performance management or related disciplines.

2. Full professional member of a recognized Australian or International equivalent accounting body.
3. Highly developed analytical skills with a proven record of planning, preparation and implementation of financial process documentation related to financial management procedures.
4. Proven record of successful interaction and providing specialist written and verbal advice to customers and senior management on financial management reporting.
5. Strong interpersonal, verbal and written communication skills with the ability to consult, negotiate and liaise collaboratively and cooperatively with diverse groups of people.
6. Highly developed project management skills with strong attention to detail.
7. Excellent planning and organisation skills and demonstrated ability to set priority and to meet deadlines.
8. Demonstrated ability to work independently as well as collaboratively as part of a team.
9. Commitment to providing a high level of quality customer service.
10. Proficiency in Excel.

Desirable

11. Previous experience in a similar role in higher education sector.

Work Requirements

1. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Criminal Record Screening Procedure.
2. Australian residency or possession of a valid visa with work entitlement in Australia.
3. Ability to work outside of normal office hours when required.

General Obligations

- While at work, an employee must:
- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.