

# POSITION DESCRIPTION



## Management Accountant

### POSITION DETAILS

<b>Position Title</b>	Management Accountant
<b>Classification</b>	HEW Level 7
<b>Position Number</b>	Multiple
<b>School/Office</b>	Finance and Procurement
<b>Division</b>	Operations

### POSITION PURPOSE

This role provides expert financial analysis, reporting, and operational support to designated Schools, Divisions, and Entities. Working in partnership with Senior Finance Business Partners, the Management Accountant contributes to the University's financial sustainability by delivering accurate insights, improving financial systems, and supporting strategic decision-making.

### KEY ACCOUNTABILITIES

- Develop and maintain financial reports that support forecasting, budgeting, and performance monitoring across client portfolios.
- Coordinate month-end close processes and ensure timely journal entries, reconciliations, and acquittals in line with accounting standards.
- Analyse financial data and trends to inform decision-making and provide recommendations to stakeholders.
- Build and maintain effective relationships with internal clients, acting as the primary contact for financial advice and support.
- Review and validate business cases to ensure financial accuracy and alignment with University frameworks.
- Identify and implement process improvements that enhance financial operations and reporting efficiency.
- Support client training and capability building in financial systems, budgeting, and forecasting tools.
- Ensure compliance with University policies and relevant legislative and accounting standards.

### QUALIFICATIONS, EXPERIENCE AND SKILLS

1. Tertiary qualification in accounting, finance, or a related discipline, or equivalent professional

- experience.
2. Demonstrated experience in journal processing, reconciliations, financial reporting, and month-end procedures.
  3. Strong analytical and problem-solving skills, with the ability to interpret financial data and explain variances.
  4. High-level proficiency in financial systems including TM1, Oracle, and Excel.
  5. Proven ability to build relationships and communicate effectively with stakeholders of varying financial literacy.
  6. Ability to work independently and collaboratively in a client-focused team environment.

## KEY RELATIONSHIPS

**Reports to:** Senior Finance Business Partner

**Supervisory responsibilities:** None

**Key internal relationships:**

- Chief Financial Officer
- Financial Performance and Partnerships Team
- Chiefs, DVCs, Directors, Deans, Executives
- Divisional Budget Managers

**Key external relationships:**

- External suppliers, contractors, and professional firms

## CHALLENGES

- Communicating complex financial concepts clearly to diverse stakeholders.
- Maintaining accuracy and attention to detail across high-volume financial transactions.
- Balancing competing priorities while meeting strict reporting deadlines.
- Staying current with changes in accounting standards and financial systems.

## UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

**Approved by:**

**Date:**