POSITION DESCRIPTION

Manager, Student Life

WESTERN SYDNEY UNIVERSITY
STUDENT UNION

POSITION DETAILS

Position Title	Management Accountant
Classification	HEW 7 (Higher Education Industry General Staff Award)
Position Number	xxxxx
School/Office	Finance and Operations
Division	WSUSU

POSITION PURPOSE

The Management Accountant works under the broad direction of the Head of Finance and Operations to coordinate WSUSU's budgeting, forecasting and management reporting. The role independently analyses financial performance, develops financial models and business cases, and provides advice and recommendations to support organisational planning and decisions. It applies professional accounting judgment to resolve financial issues and improve reporting and controls across WSUSU and its shared service arrangements with the University.

KEY ACCOUNTABILITIES

Budgeting and forecasting – Coordinate the annual budget and three-year financial plan, working with managers to develop and challenge assumptions. Develop and maintain forecasts for income, staffing, operating costs, surplus and cash, undertake scenario analysis, and recommend responses to emerging financial risks and funding pressures.

Month-end accounting – Prepare supported journals, including accruals, prepayments and cost reallocations. Review ledger transactions, maintain reconciliations and resolve coding or reporting errors within the monthly close timetable.

Management reporting – Prepare monthly reports by service and project, explain material variances against budget and forecast, and provide clear financial commentary for the CEO, leadership team, AFRC and Board.

Business cases and costings – Build financial cases for new services, events, positions and investments. Compare options and show full costs, funding requirements, assumptions, risks and expected benefits.

Financial advice to managers – Provide independent financial analysis and advice to budget owners, assess the affordability and funding implications of proposed activities, and recommend options to

address financial risks, resource pressures and forecast variances. Escalate significant matters to the Head of Finance and Operations.

Systems, controls and audit – Develop and improve financial models, reporting processes and controls across Oracle, TM1 and supporting files. Investigate issues arising across WSUSU and University systems, recommend solutions and coordinate agreed improvements with relevant teams. Prepare supporting schedules and analysis for year-end accounts and external audit.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- **A degree in accounting, finance or a related discipline**, with at least four years' subsequent relevant experience, or an equivalent combination of relevant education, training and experience
- **CA or CPA membership**, an equivalent professional qualification, or working towards completion.
- **Experience in a management accounting or financial analysis role,** including preparing budgets, forecasts, journals, reconciliations and monthly management reports.
- **Strong Excel skills,** including building and maintaining financial models that others can review and update.
- **Sound knowledge of month-end processes, financial controls and variance analysis.**
- **Ability to develop costings and business cases** that clearly explain options, assumptions and funding requirements.
- **Ability to independently analyse financial information** and provide clear advice and recommendations to managers and other stakeholders who do not work in finance
- **Strong attention to detail, sound judgement and the ability to meet reporting deadlines** while resolving discrepancies.

KEY RELATIONSHIPS

- **This position reports to**: Head of Finance and Operations
- **This position supervises**: Nil
- **Key internal relationships**:
  - All WSUSU staff
- **Key external relationships**:
  - University staff
  - Auditors

CHALLENGES

- Building reliable budgets and forecasts while WSUSU's services, workforce and funding arrangements continue to develop.
- Working within the University's accounting systems and processes, which were designed for its business model, while ensuring they meet WSUSU's needs as a separate organisation.
- Building effective working relationships with University finance, payroll and

accounts payable teams to resolve issues, clarify responsibilities and improve processes.
- Producing timely, accurate financial reports when information and processes sit across both organisations.
- Helping service managers develop realistic cost estimates where historical data is limited, while balancing month-end deadlines with improvements to financial processes.

EXPECTATIONS

WSUSU expects that all employees are aware of, and comply with legislation and relevant policies and procedures relevant to the position, including but not limited to:

→ WSUSU 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: