



Management Accountant

Corporate Services

Finance Section

Employment Type: Non-Ongoing Fulltime

Classification: APS 6

Position Number: 60002747

Reports to: EL2 Budget Manager

Security Clearance: Negative Vetting 1

The Australian War Memorial

The Australian War Memorial combines a shrine, a world-class museum, and an extensive archive. The Memorial's purpose is to commemorate the sacrifice of those Australians who have died in war or on operational service and those who have served our nation in times of conflict. Its mission is leading remembrance and understanding of Australia's wartime experience.

The Management Accountant is a part of the Finance Section within the Memorial, led by the Chief Finance Officer. This role reports directly to the Manager, Budgets and Financial Policy.

Under limited direction, the Management Accountant's main focus is provide day to day support to business sections and the Executive within the Memorial, by offering financial and finance system guidance, support and advice when requested or when opportunities to improve the financial results are identified.

The role is the first point of contact for day to day administration of the Technology One finance system, including setting up accesses, change in user profiles, running end of periods, rolling budgets and coordinating end of year system processes, and upgrades. The role is also the first point of contact with the finance system third party support provider.

The role also contributes to the preparation of the Memorial's internal budgets, including the staffing budget and extends to supporting the Memorial meeting the requirements for Government external budget reporting, working with the Central Budget Management System (CBMS) financial system including reference to security sensitive financial information.

Core Responsibilities

- Relying on financial technical expertise, to provide daily business advice, guidance and analysis to Business Sections, Executive and the CFO.
- Administer day to day running of the TechnologyOne Finance system including user functional support.
- Monitor Salary Budget movements by administering Salary Budget reporting tools.
- Provide salary cost modelling advice and recommendations to support recruitment and project based business proposals.
- Monitor cash flow, decide an investment strategy, and then recommend for investment action.
- Contribute to the preparation of the internal budget, including delivering training to Finance system users,



- Contribute to month/year end reporting including administering the salary allocation process, Full time equivalent (FTE) reporting and general journal preparation.
- Preparing and circulating monthly financial reports, plus contribute to preparation of senior management monthly financial reports
- Preparing Memorial responses to selected Department of Finance reporting requirements.

The Management accountant is expected to:

- proactively and independently analyse financial and business results to identify then decide on remedial action and implement process improvements;
- ensure Management Accounting processes are appropriately documented;
- review costs and project data to ensure compliance with established business rules;
- be an advocate for adherence by business users to financial and budget procedures, promote use of budget resources to users as offered by the Finance system, and gain the co-operation of key users.

Selection Criteria

Essential Criteria:

1. Prior experience in a financial environment and tertiary and relevant professional qualifications.
2. Knowledge of the PGPA Act, Financial Reporting Rules and budgetary framework as well as a solid understanding of generally accepted accounting standards and principles.
3. Demonstrated attention to detail, with the ability to process and maintain records with a high degree of accuracy.
4. Strong organisational skills with the ability to prioritise work effectively to deliver outcomes in a timely and efficient manner.
5. Well-developed written and oral communication skills with the ability to liaise effectively with internal and external stakeholders.

Desirable Criteria:

- Experience working within a budget or management accounting team.
- Experience in the use of the Central Budget Management system (CBMS) financial system.
- Experience in the use of a financial management system such as TechnologyOne is highly desirable.