

MANAGEMENT ACCOUNTANT

BRANCH/UNIT	Finance		
TEAM	Management Accounting		
LOCATION	Negotiable		
CLASSIFICATION/GRADE/BAND	TAFE Worker Level 9		
POSITION NO.	TBA		
ANZSCO CODE	221112	PCAT CODE	1223331
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

2. POSITION PURPOSE

The Management Accountant is responsible for the preparation of periodic and month end financial reporting and associated commentary and narrative which requires this position to liaise closely with finance business partners and other key finance team members. The position ensures that end of month reporting reflects the actual financial reporting for the period and requires a strong understanding of management accounting practices and the ability to interpret performance measures.

3. KEY ACCOUNTABILITIES

1. Collaborate with Finance Business Partners and other relevant teams in the preparation of the consolidated monthly Financial Management reports undertaking the necessary analysis and completion of draft commentary for review by the Management Accounting team.
2. Undertake the ongoing development and maintenance of TAFE NSW's financial management reporting pack including analytical dashboards.
3. Collaborate in the development of external budgets, forecasts and Forward Estimates data on a whole of TAFE basis. Liaise with NSW Treasury and the Education Cluster as required.
4. Provide advice in the development and update of financial and non-financial key performance measures.
5. Produce and develop the required analytical reports that underpin the analysis, trends and resulting narrative reports that Finance Business Partners can use to consult with their key customers to make appropriate business decisions.
6. Create, disseminate, analyse and explain quality, timely and accurate routine and ad-hoc financial management reports for the business to inform and support decision making.
7. Contribute to governance and controls for performance management undertaking detailed design of agreed controls and dashboards to detect early warning alerts of incorrect postings, data quality issues and changes in trend.
8. Contribute to the on-going development of budget policies and procedures to maintain their fit for purpose and to meet the ongoing needs of TAFE NSW.
9. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy and inclusive work environment.
10. Place the customer at the centre of all decision making.
11. Work with the Line Manager to develop meaningful performance development and review plans.

4. KEY CHALLENGES

- Collaborating with a wide range of business stakeholders with varying levels of financial acumen.
- Analysing data from a variety of sources to underpin the trends in performance drivers of the monthly and cumulative performance
- Producing high-level advice on the impacts of trends on future performance.
- Delivering “fit for purpose,” accurate and timely reports with limited influence on timelines in a busy environment.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Senior Management Accountant	<ul style="list-style-type: none"> • Receive leadership, advice and support. • Provide analysis and support on strategic and operational matters, including financial management and performance, budgets, forecasts and resource and risk management.
Colleagues across the Finance Group (including Finance Control & Treasury)	<ul style="list-style-type: none"> • Share data, commentary, analysis and stakeholder requirements. • Link to financial reporting and accounting operations and collaborate on strategies of trends analysis and reporting. • Provide reports, analysis and other requirements.
External	
NSW Treasury	<ul style="list-style-type: none"> • Explore data input into PRIME and associated NSW Treasury liaison.
Education Cluster	<ul style="list-style-type: none"> • Prepare commentary of month end results and projections and attend meetings to discuss if requested.

6. POSITION DIMENSIONS

Reporting Line: Senior Management Accountant

Direct Reports: Nil

Indirect Reports: Nil

Financial delegation: TBA

Budget/Expenditure: TBA

Decision Making:

- Makes decisions on complex and sensitive issues that are based on professional judgment, evaluating risks and in the context of a complex and changing environment.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

7. ESSENTIAL REQUIREMENTS

1. Degree in relevant discipline and equivalent skills, knowledge and experience.
2. Demonstrated experience in trend analysis, innovative design of management reports and dashboards, ledger analysis and process improvements.
3. Ability to address and meet focus capabilities as stated in the Position Description.





8. CAPABILITIES

NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities **in bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Adept
	Manage Self	Intermediate
	Value Diversity and Inclusion	Intermediate
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan And Prioritise	Adept
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Advanced
	Technology	Adept
	Procurement and Contract Management	Intermediate
	Project Management	Adept

Occupation Specific Capabilities / Finance

CAPABILITY GROUP	NAME	LEVEL
Management Accounting	Provide high quality analysis and evaluation of financial and operational performance to inform management decisions, and to underpin effective budget formulation, forecasting and projections	2

FOCUS CAPABILITIES

The focus capabilities for the Management Accountant are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the position's key accountabilities.

NSW Public Sector Focus Capabilities

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> • Represent the organisation in an honest, ethical and professional way and encourage others to do so. • Act professionally and support a culture of integrity. • Identify and explain ethical issues and set an example for others to follow. • Ensure that others are aware of and understand the legislation and policy framework within which they operate. • Act to prevent and report misconduct and illegal and inappropriate behaviour.
Relationships Communicate Effectively	Adept	<ul style="list-style-type: none"> • Tailor communication to diverse audiences • Clearly explain complex concepts and arguments to individuals and groups • Create opportunities for others to be heard, listen attentively and encourage them to express their views • Share information across teams and units to enable informed decision making • Write fluently in plain English and in a range of styles and formats • Use contemporary communication channels to share information, engage and interact with diverse audiences
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> • Take responsibility for delivering high-quality customer-focused services. • Design processes and policies based on the customer's point of view and needs. • Understand and measure what is important to customers. • Use data and information to monitor and improve customer service delivery. • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers. • Maintain relationships with key customers in area of expertise. • Connect and collaborate with relevant customers within the community.
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> • Recognise outcomes achieved through effective collaboration between teams. • Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government. • Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions. • Network extensively across government and organisations to increase collaboration.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Deliver Results	Adept	<ul style="list-style-type: none"> Encourage others to use appropriate collaboration approaches and tools, including digital technologies.
		<ul style="list-style-type: none"> Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes. Make sure staff understand expected goals and acknowledge staff success in achieving these. Identify resource needs and ensure goals are achieved within set budgets and deadlines. Use business data to evaluate outcomes and inform continuous improvement. Identify priorities that need to change and ensure the allocation of resources meets new business needs. Ensure that the financial implications of changed priorities are explicit and budgeted for.
Business Enablers Finance	Advanced	<ul style="list-style-type: none"> Apply a thorough understanding of recurrent and capital financial terminology, policies and processes to planning, forecasting and budget preparation and management. Identify and analyse trends, review data and evaluate business options to ensure business cases are financially sound. Assess relative cost benefits of various purchasing options. Promote the role of sound financial management and its impact on organisational effectiveness. Obtain specialist financial advice when reviewing and evaluating finance systems and processes. Respond to financial and risk management audit outcomes, addressing areas of non-compliance in a timely manner.