

Position Description

Role title	Corporate Management Accountant	Last reviewed	1/08/2024
Division	Commercial and Business Services	Team	Business Planning and Partnering
Reports to	Manager, Financial Planning & Analysis	Classification	
Direct reports	Nil		

Role Purpose

Prepare and analyse budget information and assist with management reporting to provide insightful information to key internal and external stakeholders.

Key Accountabilities

- Provide financial business performance insight to executive and board through contribution to monthly reporting.
- Provide financial support to assigned business areas with monthly variance analysis of expenditure against budget/forecast and management of spend trajectory.
- Produce budget data, including consolidated forecast sets, balance sheet reconciliations and trend analysis.
- Lead budgeting and financial planning of assigned business areas and work with budget owners to create and submit proposed budgets within required timeframes.
- Support preparation of financial information and five-year Budget and Monitoring System journals for submission to the Department of Treasury and Finance as part of the State Budget and associated processes.
- Maintain and improve tools, systems, and processes to provide optimal reporting of financial performance to budget owners across the business.
- Provide support and analysis as required for incoming queries from other government agencies and internal stakeholders.

Key Relationships

Internal	
Who	Why
Executive	Provide expert advice and support to respond to and deliver against strategic and business plans, agreed projects and new initiatives
Manager	Receive guidance and instruction, seek clarification and advice, and report on progress against work plans.
Work Team	Participate in meetings, share information, and provide input on issues. Support team members and work collaboratively to contribute to achieving team outcomes.
Internal Stakeholders	Respond to queries, exchange information, and work collaboratively to resolve issues.

External	
Who	Why
Other Government Agencies	Establish networks and collaborative relationships across SA Government to share ideas and learnings and develop common responses to emerging issues.

Key Challenges

- Managing and extracting data given the outdated nature of the systems currently in place.
- Managing and coordinating various project activities and resources effectively as the organisation and the number of projects undertaken continues to grow.

Qualifications and Technical Requirements

- Tertiary qualification in Accounting, Commerce or Economics. { CA/CPA qualification/s or working towards completion.

Special Conditions

- Out of hours work may be required.
- Inter/intrastate travel may be required.
- The incumbent must meet the WHS responsibilities and accountabilities as set out in the Renewal SA WHS Policy commensurate with their role. This includes ensuring that any work undertaken by or on the behalf of Renewal SA, is undertaken in accordance with the WHS Act 2012, Regulations, Codes of Practice, and internal Specifications.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997
- The role is deemed a 'Position of Trust' pursuant to the standards required in the Australian Government Protective Security Policy Framework
- A current satisfactory National Police Clearance is required and renewed as per Renewal SA's policy.

Key Capabilities

The [Renewal SA Capability Framework](#) integrates the Renewal SA Strategic Plan and the South Australian Public Sector Values to define the capabilities we need to operate effectively. Our Framework is led by four principles that are critical themes and considerations that ensure safety, personal leadership, best practice, and our communities are at the forefront as we apply our capabilities.

All the capabilities within the Renewal SA Capability Framework are relevant for all employees. The below outlined capabilities are specifically needed to successfully perform the role.

Capability Group	Capability	Level	Behaviours
Culture and Collaboration	Communicate effectively	Intermediate	• Structure communications to deliver the purpose with impact, using facts or insights, as necessary. • Adjust communications according to the audience to find the right channels to maximise reach. • Understand and apply better ways to use inclusive language and communicate in the voice of Renewal SA

Strategy and Growth	Make an impact	Intermediate	- Undertake analysis of problems to ensure solutions address the issues identified for the stakeholders identified. - Support solutions through well documented research, modelling or other means that demonstrates they address the issues. - Articulate the secondary benefits of solutions including impacts to Renewal SA's communities or service delivery. - Promote environmental, sustainable and social considerations into solution development and benefits definitions.
Innovation and Agility	Welcome curiosity	Intermediate	- Confidently question the logic of others in meetings through well-articulated, purposeful questions. - Seek multiple points of view and sources when learning and validating new information. - Undertake research to understand practices at comparable organisations and share insights to drive improvement. - Collaborate with teams to ensure others understand the purpose and application of new initiatives and processes.
Solutions Focused	Prioritise and plan	Intermediate	- Demonstrate detailed understanding of the activities and actions required to achieve the objectives in planning activities. - Take part in the planning of team goal setting and contribute to identifying key work activities. - Develop schedules of the work activities, sequence and timeframes to achieve your role in the plan. - Proactively prepare updates to plans or scheduling where impacts to the work activities are forecast or expected.

Delegate		Role occupant	
This position profile accurately outlines the expectations of the role.	☐	I have read and understood the role and expectations of me.	☐
Name		Name	
Title		Signature	
Signature			

Date	Click to enter a date.	Date	Click to enter a date.
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