

Management Accountant (Funding)

Group	Corporate Services
Unit	Funding Compliance and Analysis (Finance)
Reports to	Funding and Analysis Lead
Direct reports	N/A
Work location	HMRI Building, 1 Kookaburra Drive, New Lambton Heights
Employment status/type	Full-time (1.0 FTE)
Date (created or reviewed)	4 July 2022

Position purpose

The Management Accountant (Funding) is responsible for supporting HMRI Research Programs and the HMRI Philanthropy Team through the financial management of Program and Philanthropy funding. This role also provides operational support to the Funding and Analysis Lead, across a range of strategic projects and operational tasks to deliver outcomes and benefits related to the organisation's strategic objectives. This role is responsible for fostering strong relationships and excellent customer service with researchers, partners, the community and the wider HMRI organisation.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Finance Business Partner – Research Programs

- Manage the annual Research Program budget process including calculation of allocations; template and guidelines creation; data coordination and collation; ensuring budgeted items meet external and internal funding requirements; and preparation of a comprehensive budget report for Leadership approval.
- Manage the internal Research Program expenditure audit process to ensure actual spending is in-line with approved budgets and work with Programs to ensure maximum utilisation of funding within strict timeframes.
- Work with internal and external stakeholders to develop an understanding of overall Research Program funding including the preparation of analysis and reports for HMRI Leadership.
- Provide exceptional customer service to Research Programs in relation to budget and funding queries.

Finance Business Partner – Philanthropy

- Prepare monthly financial reports and commentary to support decision making by the Head of Philanthropy and HMRI Leadership.
- Maintain a robust record of Grant Liabilities and Philanthropic Funding balances, including liaising with multiple internal stakeholders to ensure accurate and up-to-date information is available at all times.
- Ensure Grant Liabilities are accurately recorded in HMRI's finance system through accurate end of month processes including calculations, journal entries and reports.
- Provide Grant Liability data to internal stakeholders as required, including but not limited to the Head of Philanthropy, Philanthropy Administration Manager and Head of Finance.
- Support the Head of Finance in developing the annual budget for Philanthropy.
- Provide exceptional customer service to the HMRI Philanthropy team in relation to budget and financial queries.

Data Analysis and Reporting

- Assist the Funding & Analysis Lead with data analysis and reporting as required including, but not limited to, funding applications and external reporting requirements.
- Provide accurate and regular reports to Leadership regarding comprehensive Program Funding.
- Prepare and submit regulatory reporting responses (e.g. quarterly ABS survey).

Financial Accounting

- Prepare month-end journal entries, including income allocations, accruals and prepayments.
- Prepare monthly financial statements.
- Perform General Ledger reconciliations.

Management Accounting, Analysis and Reporting

- Review and analyse operational and financial results for HMRI Leadership and Board reports.
- Preparation of budgets, forecasts, and long-range financial projections.
- Participate in finance analysis and strategic projects, as required.

Governance

- Contribute to the Corporate Governance and Risk Management framework and strategy.
- Participate in governance projects as required by HMRI Board, Audit and Risk Management Committee and Executive.
- Assist in the annual statutory audit process.

HMRI expectations & legal compliance

- HMRI expects its people to contribute to the efficient and effective functioning of the organisation to meet HMRI and team strategic and operational objectives. This includes actively participating in the Individual Performance Plan and Review process, demonstrating appropriate and professional behaviour in accordance with HMRI's values and Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed.
- All HMRI employees are expected to:
 - Make sound time management judgement in relation to prioritising work and meeting deadlines.
 - Perform their responsibilities in a manner which reflects and responds to continuous improvement.
 - Contribute to the effectiveness of the team.
 - Take responsibility for personal career development and training.
 - Read, understand and comply with all HMRI policies, procedures, and reasonable direction, as amended from time to time.
 - Ensure the reputation and integrity of HMRI is maintained at all times.
 - Maintain confidentiality at all times.
 - Attend HMRI-related functions, meetings, seminars, and/or training courses as directed, from time to time, by your supervisor.
 - Undertake risk management in accordance with HMRI's Risk Management Framework and actively support and participate in the risk management processes adopted by HMRI which include identifying, analysing and evaluating risk that may impact on HMRI.
 - Demonstrate understanding of the principles of anti-discrimination, equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs.

Other job-related information

Identification check

- The person appointed to this position will be required to complete a 100-point identification check and employment is subject to proof of the right to work in Australia.

Pre-existing injury

- The person appointed to this position will be required to disclose any pre-existing physical and/ or psychological injuries or disease that might be affected by employment in this position. This will assist HMRI in providing a safe work environment.

Additional hours

- The person appointed to this position may be required to undertake occasional work out of ordinary hours from time to time as may be required during the course of employment.

Essential position requirements

- Relevant tertiary qualification and / or relevant experience.
- CPA, CA or other post graduate finance related qualifications; or working towards these qualifications
- Advanced MS Excel skills.
- Demonstrated analysis and problem-solving skills.
- Strong attention to detail with a high level of numerical and financial literacy.
- Demonstrated capacity to implement and manage administrative and compliance processes.
- Demonstrated capacity to manage and administer databases and systems.
- Excellent interpersonal skills, including, negotiation, persuasion, conflict resolution and customer service.
- Ability to exercise initiative and good judgment.
- Excellent written and verbal communication skills.
- Strong organisational and time management skills, with the ability to meet multiple priorities in a deadline driven environment.

I confirm that I have read this Position Description, understand its content and agree to work in accordance with the requirements of the position. I also understand that this document is intended to provide an outline of the key responsibilities of the position and that aspects of the document may change over time.

Employee Name

Employee Signature

____/____/____
Date

Note: A copy of this signed acceptance is to be placed on employee's personnel record and a copy provided to the employee.