

## Position Description

<b>Position Title</b>	Assistant Management Accountant
<b>Department:</b>	Finance
<b>Reports to:</b>	Manager – Financial Planning & Analysis

## Purpose of the Position

The Assistant Management Accountant will provide analysis of financial transactions and non-financial information ensuring the Financial Controller, CFO, Management and HCA's Board have a clear and accurate assessment of HCA's performance and position.

The Assistant Management Accountant will support the work of the FP&A team to maximise business efficiency with specific focus on budgeting, forecasting and financial & non-financial reporting to internal and external stakeholders. This position will work closely with and collaborate with internal stakeholders to provide support in financial matters as well as ensuring the services provided by the FP&A team meet organisational needs.

## Cultural Alignment

Personal alignment with Housing Choices Australia's values is an important part of working with us.

- We put people first
- We value difference and work together
- We trust and are trusted
- We learn and adapt
- We strive to be better

## Specific Responsibilities

- Actively contribute to creating a high performing and collaborative team
- Develop solutions and deliver outcomes that reflect HCA's values, priorities, policies
- Contribute to the development and implementation of best practice for the Finance Team
- Develop effective internal relationships and collaborations to progress HCA's strategic agenda and outcomes for residents
- Support and coordinate the FP&A function, including:
  - Preparation of annual budget, monthly/quarterly forecasts and cashflow forecasts for internal & external regulatory purposes
  - Reviewing project spent analysis and highlighting clarification of variances to management
  - Preparation and analysis of KPM reports, financial performance to budget/forecast for the business and management, providing clear and detail analysis to enable the business to make sound decisions
  - Ongoing reporting and monitoring of actual to project forecasts for portfolio analysis including capital/development projects
  - Regulatory reporting
- Support and assist the financial and non-financial management reporting process including reporting/monitoring to budget/business holders, Executive, Audit Finance and Risk Committee and HCA's Board – working closely with Manager – Financial Accounting and Reporting

- Proactively lead stakeholder engagement for the FP&A function, seeking continuous improvement and excellent customer service
- Work closely with the Financial Accounting and Reporting Team to finalise monthly financial reports
- Provide sound financial advice to address and resolve financial accounting issues
- Contribute to process improvements ensuring policies and procedures are implemented, reviewed, improved and remain fit for purpose
- Develop and build strong relationships and collaborations with key stakeholders internally and externally
- Seek continuous improvement of financial reports to provide detail and meaningful analysis to enable the business and Board to make sound decision
- Seek process improvement and take responsibilities for policies and procedures related to: Budgets, Forecasts, Management Reporting
- Support, assist and develop best practice within the FP&A team services delivery to ensure timely, accurate and efficient provision of Finance services and reporting to the rest of the business
- Undertake ad hoc finance rated projects / duties as required to support the team

## You are part of something bigger

We are a diverse, dedicated and collaborative group of people who are strongly committed to making a difference in the community. You will play an integral role in helping us achieve our mission and vision. We provide an inclusive, genuinely positive and connected workplace and everyone working at Housing Choices Australia is expected to:

- Live our values everyday
- Work collaboratively to identify opportunities to deliver improved resident outcomes
- Always provide courteous and professional service
- Contribute ideas, energy and effort into achieving our strategic aspirations
- Establish and maintain excellent working relationships across our organisation
- Participate in ongoing learning opportunities including professional guidance, peer learning, formal learning, digital learning, knowledge sharing and feedback on performance
- Comply with all organisational policies and procedures, legislation and agreements, including gender equality and respect and occupational health and safety
- Contribute to the development and review of policies and procedures relevant to the role
- Comply with reasonable reporting and accountability requirements of the organisation

## Key Relationships

- Senior Financial Accountant, Financial Accountant, Management Accountant, Assistant Financial Accountant, Treasury Specialist as peers.
- Key external partnership relationships with:
  - External Auditors
  - State government and other third parties for whom we manage property portfolios
- Key internal partnership relationships with:
  - The Audit, Finance and Risk Committee
  - The Executive Team, Leadership Team, including General Managers
  - Functional managers and Team Leaders

## Selection Attributes

### Knowledge and Qualifications

- CPA or CA qualification
- Knowledge of Australian accounting standards and relevant regulatory and legislative compliance requirements
- Relevant tertiary qualification in accounting, business, commerce, strategy, management, community housing, property development or equivalent experience

### Experience

- Experience in analysing financial data and extracting information to compile management reports
- Experienced in the use of a range of financial packages, Excel, Access, Word and other Microsoft packages
- Experience in utilization of quantitative and qualitative data to inform research and analysis making recommendations to senior management
- Proven experience and successful track record in a comparable role or discipline(s) in the public/community, private housing sector or transferable sector
- Experience in preparing management, business and regulatory required reports
- Capacity to support change and innovation and deliver creative and leading practice solutions

### Skills

- Highly developed written and oral communication skills, with excellent computer literacy and strong attention to detail
- Strong interpersonal skills
- Well-developed conceptual, analytical and problem solving skills
- Ability to manage conflicting priorities and high work volumes without affecting quality of service delivery

### Other Requirements

- Willingness to undertake relevant Police screening
- Agreed to comply with Child Safe Environments policies and procedures
- Sensitivity to and understanding of issues affecting socially disadvantaged groups including people enduring housing stress, people with disability and people from a non-English speaking background
- Current driver's license and willingness to travel across HCA sites and interstate as required

I acknowledge that this position description outlines the core role requirements and workplace expectations. I understand its intention is to support a focus on key outputs and that flexibility is required in a dynamic, complex and changing environment.

**Job Holder** \_\_\_\_\_

**Date** \_\_\_\_\_