

<b>Position</b>	<b>Title:</b>	<b>No.:</b>	<b>Reports to:</b>	<b>Title:</b>	<b>No.:</b>
	Senior Management Accountant	HSF220		Finance Lead Reporting & Analysis	HSF110
<b>Business Unit:</b>	Analysis		<b>Division:</b>	Corporate Services	

**Organisational Overview:**

At HomeStart we believe that affordable home ownership is essential to the health, wellbeing and ongoing sustainability of our communities. HomeStart’s role, within the framework of government policy, is to provide leadership and innovation in the housing finance sector by enabling more South Australians to fulfil their home ownership dreams. We do this through the provision of innovative housing finance solutions. More importantly, we do this through our core strength – our people.

**Position Purpose:**

The Senior Management Accountant is responsible for supporting the timely and accurate delivery of financial and non-financial information to support the organisation achieving its strategic objectives and goals. This role provides support to the Financial Controller and Financial Planning & Analysis Leader across various financial and management accounting tasks including month end activities, reconciliation and control, budgeting and forecasting process, technical financial accounting interpretations, monthly project finance management, treasury and business partnering. Additionally, this role will deliver a range of ad hoc analytical outputs and process improvements.

**Positions reporting to this position:**

- Nil

**Other significant working relationships:**

Internal: Finance, Financial Planning & Analysis and Business Intelligence teams  
External: As appropriate

## Primary Outcomes & Accountabilities

### Key Results Areas

### Performance Measures

Operational Responsibilities	<p><b>Financial Reporting and Analysis</b></p> <ul style="list-style-type: none"> <li>• Monthly preparation of management accounts including journal preparation and managing month end activities.</li> <li>• Variance analysis of financial performance against budgets and forecast.</li> <li>• Providing insights to drive performance improvements and other ad hoc requests.</li> <li>• Complete year-end tasks within deadlines, including financial statements and notes preparation and liaising with auditors.</li> <li>• Prepare reports for the Executive Team, Board or other Committees.</li> <li>• Complete other external reporting and compliance activities (Assets reporting, Dept Treasury and Finance Requirements, ABS, SA Government requirements and Procurement SA) on time.</li> </ul> <p><b>Budget, forecast &amp; Business Partnering</b></p> <ul style="list-style-type: none"> <li>• Supporting the budgets and forecasts process and helping business planning and decision-making.</li> <li>• Business partner for cost centres to support and help them understand their financial requirements and ensuring that their budgets and forecasts are in line with overall strategic planning.</li> <li>• FTE reporting.</li> </ul> <p><b>Financial Planning</b></p> <ul style="list-style-type: none"> <li>• Supporting strategic planning and ad-hoc reporting requirements by providing financial/non-financial analysis and modelling.</li> <li>• Managing project (capex and opex) reporting and providing financial insights for capital expenditure decisions.</li> </ul> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>• Monthly reconciliation of balance sheet accounts.</li> <li>• Supporting the Finance Officers ensuring the daily cash settlements are timely and accurate.</li> <li>• Ensuring compliance with accounting standards and regulations.</li> <li>• Identifying and implementing improvements in month end processes, accounting application and reporting.</li> <li>• Cross-skilling to ensure backup across critical Finance tasks.</li> </ul>
External Stakeholder Relations	<ul style="list-style-type: none"> <li>• Create and maintain conditions for effective relations with relevant external organisations, government agencies, customers and vendors where appropriate.</li> <li>• Respond to stakeholder queries in a prompt and courteous manner.</li> </ul>
Corporate Responsibilities	<ul style="list-style-type: none"> <li>• Work in accordance with the Code of Ethics for South Australian Public Sector, and legislative requirements including but not limited to:             <ul style="list-style-type: none"> <li>◦ Work Health and Safety Act 2012 (SA) and when relevant WHS Defined Officers must meet due diligence requirements.</li> <li>◦ Equal Employment Opportunities (including prevention of bullying, harassment and intimidation).</li> <li>◦ Disability Discrimination.</li> <li>◦ Independent Commissioner Against Corruption Act 2012 (SA)</li> <li>◦ Relevant Awards, Enterprise Agreements, Public Sector Act 2009,</li> <li>◦ Relevant Australian Standards.</li> <li>◦ Duty to maintain confidentiality.</li> <li>◦ Smoke Free Workplace.</li> </ul> </li> </ul>

- Applying the principles of the HomeStart's Risk Management Policy and Practices.
- Ensure own and team compliance to HomeStart's financial policies and procedures.
- Ensure that all legal responsibilities attached to this role as noted in the Compliance Register are discharged, are properly recorded in the Risk Management System (RMS) and any breaches of these requirements are recorded as incidents in the RMS.
- Understand and follow workplace safety initiatives and procedures, identify hazards and contribute to a safe working environment.

## Values Profile

Opportunity	<i>We provide belief, hope and possibility for others. We want to empower people with opportunities and solutions, then let them get on with it!</i>
Determination	<i>We are motivated by the hopes, dreams and ambitions we can help fulfil, and the stories of those we've helped succeed already. We are relentless in finding a way forward and will never give up.</i>
Openness	<i>We are open, inclusive and accepting of others' perspectives. Our conversations are honest and transparent. We choose understanding and empathy. We welcome new ideas and diversity in thought.</i>
Simplicity	<i>We're always looking to make things easier. We speak in simple terms and seek to help others' understanding. We try to simplify our work at every step.</i>

## Other Requirements

### Essential Criteria

- Minimum of at least five (5) years relevant accounting experience, ideally in a large corporate or Big 4 accounting firm or equivalent.
- Membership of recognised professional accounting body (i.e., CA ANZ, CPA Australia or equivalent).
- Knowledge of current Australian accounting standards.
- Strong ability to analyse and communicate financial information.
- Strong problem-solving skills.
- Excellent verbal and written communication skills.

### Desirable Criteria

- Previous experience in a Treasury environment.
- Banking or Mortgage lending experience.
- Good analytic/statistical skills and proven ability to identify trends, read and interpret data and communicate findings to stakeholders. This could include experience with analytical or statistical software systems (eg. Power BI, SQL and Advanced Excel).

## Special Conditions

- National Criminal History Record Check (Police Check) on commencement.
- Must undertake continuing professional development relevant to the role as required by professional body.
- May be required to act in higher level positions, or assume additional accountability, as and when required.
- Flexibility in working across business units as required.
- May be required to work reasonable overtime with notice.
- Out of hours, weekend work and intrastate/interstate travel may be required.