Position description

Position title	Manager, Financial Accounting & Reporting
Group / Branch	*Finance & Technology*
Reports to (Title)	*Financial Controller*
Competency level	*People Leader*

Job Purpose

The Manager, Financial Accounting & Reporting is responsible for the delivery of South East Water's key financial reporting obligations comprising of the annual financial report and performance report, as well as the management of internal controls and external compliance obligations consistent with government policies, accounting policies, tax legislation and audit requirements.

A balanced focus in operational and strategic matters is required in the role as the Manager Financial Accounting & Reporting is also responsible for creating and implementing strategic solutions to meet the future financial accounting landscape, whilst supporting the training and development of our finance graduate.

This role has two direct reports, making up the Financial Accounting team. The key functions of the Financial Accounting team include managing transactional banking and treasury operations, reporting on financials to external stakeholders and statutory compliance, providing expertise advice on technical accounting matters, and ensuring the integrity of general ledger and fixed asset register.

Key Accountabilities

The Manager Financial Accounting & Reporting is responsible for the following:

Technical accounting advice and support:

- Providing sound, well researched technical advice on accounting and tax matters to the finance team and the business.
- Developing and maintaining up to date Accounting Policies Manual and document any critical accounting judgements.
- Proactively keeping abreast of current and emerging accounting and tax issues, including accounting standards and legislative amendments.
- Developing and delivering technical training material in 1:1 and group sessions.

Statutory reporting:

- Leading the preparation of the Year-End financial report and performance report of South East Water and its subsidiary, Iota, to ensure disclosures are in line with best practice.
- Managing the timely and accurate submission of financial reporting requirements to Government, including actual and budget financial results to DTF and annual report and corporate plan data to DECCA, and quarterly financial data to ABS.
- Managing the timely and accurate preparation of annual income tax return and associated tax effect accounting as part of year end reporting requirements.
- Managing the timely and accurate completion of other tax and statutory reporting obligations.
- Actively manage internal and external audits.

Transactional accounting and operations

- Actively managing the treasury function including, transactional bank operations, including cash flow requirements, billing and collection of agency arrangements with Melbourne Water and DEECA.
- Actively managing South East Water's debt portfolio, including daily transactional requirements and longer-term strategic opportunities.
- Actively managing the Fixed Asset function to ensure the integrity of South East Water's Fixed Asset Register, including accurate recording of useful lives and asset values, calculation of depreciation and monitoring capital works is progress balance.
- Actively managing month end requirements and controls within the Financial Accounting team.
- Building strong working relationships with Finance Business Partners and other business groups to ensure consistent high-quality accounting and finance practices.

General reporting and controls

- Identifying new technologies in the market that aligns to the Finance team's strategic direction and recommend improvement opportunities.
- Managing financial data and records in compliance with accounting policies and procedures, including monitoring transactions within the business.
- Maintaining up to date policies and procedural documentation within the Financial Accounting team's function.
- Developing, implementing and monitoring internal controls in line with policies, statutory requirements and accounting standards.
- Working closely with the Systems team to support the adequacy of system-based controls for financial accounting and reporting requirements.
- Performing ad-hoc financial analysis to make recommendations to management and board, where required.
- Providing critical support and partnering to the financial controller on ad-hoc matters

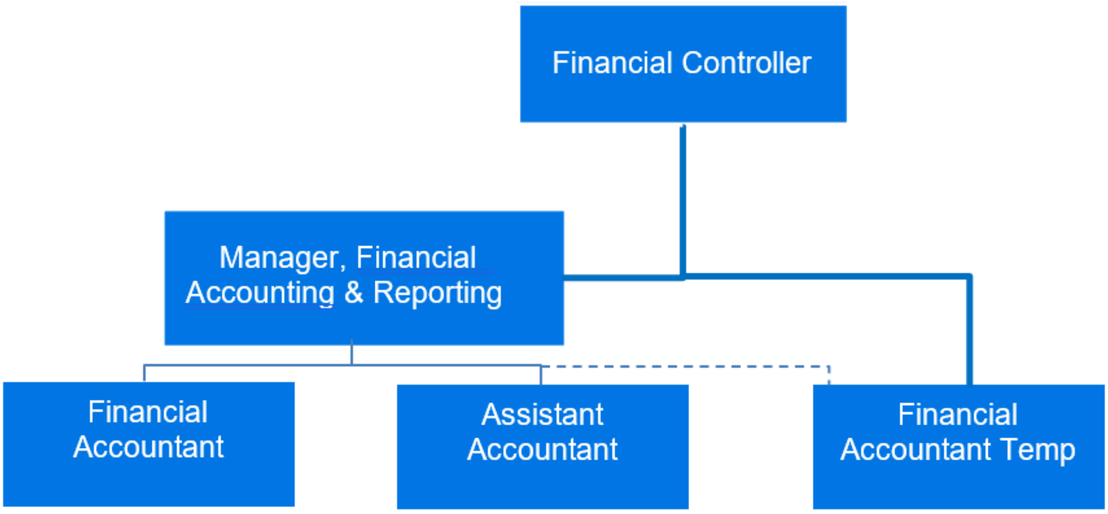
Knowledge, Skills & Experience

- A Tertiary Business or Finance or Accounting qualification, with at least 8+ years of accounting experience.
- CPA or CA qualified.
- Experience in a supervisory position to manage, coach and support direct reports.
- Strong knowledge and understanding of technical accounting and tax concepts, principles and standards.
- High proficiency in the use of Finance ERP systems and databases.

- Proven experience in the management of general ledger and sub-ledger functions, month-end and year-end processes.
- Extensive experience in preparing and delivering statutory and business reporting requirements.
- Strong analytical, evaluation and critical thinking skills to show logical decision making and evidential based recommendations when providing financial advice to the business.
- Strong team management skills to drive effective collaboration and motivation in delivering key outputs and takes a hands-on approach.
- Strong verbal and written communication skills to influence stakeholders.
- Excellent stakeholder management skills to work collaboratively and maintain robust relationships.
- Excellent time management skills in prioritising critical deadlines, whilst delivering concurrent operational matters.
- Excellent attention to detail.
- Experience with DTF funding and SRIMS Government reporting requirements highly desirable
- Self-motivated to challenge the status quo in driving new processes and/or improvements.
- High proficiency in MS Office suite products, such as Word, Excel, Outlook, PowerBI.

Dimensions

Organisational Chart



Number of people managed:

The Manager, Financial Accounting & Reporting has two direct reports, plus a dotted line report to support with year-end deliverables.

Size of budget managed:

Up to $0.5 million.

Value of Assets managed:

Not applicable for this role.

Ensuring a sustainable, resilient organisation:

Authorities outlined in Instrument of Delegations yes - Responsible Officer

Compliance management responsibilities outlined in the compliance and obligations register yes - operational responsibilities

South East Water operates a 24/7 service environment. Whilst this role does not involve after-hours rostered duty, all employees may be required to provide out-of-hour support from time to time as required.