

Role Description

(Non-Manager)



Our purpose – Helping South Australians Conserve, Sustain and Prosper.

Role Title: Management Accountant

Division: Corporate, Heritage and Climate Action

Classification Level: ASO5

Branch/Unit: Finance Branch

CHRIS Position Number: Various

Reports to (Title): Divisional Management Accountant

About the Agency – [Department for Environment and Water](#)

About the Role

The Management Accountant receives direction from and works closely with the Divisional Management Accountant to provide quality financial and budgetary analysis and advisory services to internal and external clients, to assist the business to maximise the efficient use of resources. The role provides relevant analysis to the business enabling informed and risk mitigated business decisions across the Department. The role may be required to supervise and review the work of other team members.

Key Role Outcomes

- Clients receive timely, relevant and comprehensive services and advice relating to budget formulation, analysis, forecasting and reporting that contributes to improved business decisions and identifies risk and opportunities.
- Quality relationships with key business contacts throughout the agency are built and maintained to facilitate compliance and education in relation to departmental financial policies and procedures.
- Internal controls and financial policies, procedures, standards and guidelines are enforced within the business areas being serviced.
- Financial policies, processes, and systems improvements are identified and passed to the relevant Manager for implementation.
- A service excellence culture within the team is demonstrated.
- The Divisional Management Accountant receives effective support and assistance to provide the required services to clients and is provided with effective backup when required, to maintain continuity and quality of service.

Essential Criteria (including qualifications)

- Experience in the effective development and analysis of business budgets and operation of financial management systems.
- Demonstrated understanding and experience in applying accounting and financial management principles, dealing with accounting/reporting issues and providing risk-based advice to Senior Managers.
- Sound oral and written communication skills including negotiation, report writing and presentation skills.
- Proven experience in delivering outcomes on time.

Desirable Criteria

- An appropriate diploma or degree in Accounting, Finance or Business.
- Experience in supervising staff is desirable.
- Proven ability to present financial information to Senior Managers in a concise and professional manner.
- Good knowledge of State Government financial policies, practices, forms of budgeting and reporting techniques applicable to public sector agencies.

Key Relationships/Interactions

- Executive Directors, Branch Managers and Business Managers.
- Chief Financial Officer.
- Staff from Finance Branch and Corporate Services Branch staff within other branches of DEW.
- Internal and external auditors.
- Other agencies (including Shared Services SA).

Special Conditions

- May be required to participate in responses to state emergencies or associated duties.
- You must be an Australian citizen, permanent resident, or provide evidence that you hold a valid working visa that allows you to work in Australia without restrictions.
- Interchange between other Finance roles at the same classification when business needs arise, or when requested by senior Finance staff
- Prior to being employed, the successful candidate will be required to provide a valid Nationally Coordinated Criminal History Check (NCCHC), which is required to be renewed every three years. DEW will cover the cost of renewal.
- May be required to undertake intra or interstate travel, occasional overnight absences, and work outside of the normal hours of work.

Core Competencies	Elements	Behavioural Indicators
Shapes Strategic Thinking and changes	<ul style="list-style-type: none"> • Thinking and acting strategically • Motivating Others 	<ul style="list-style-type: none"> • Continually monitors the direction and progress of work to ensure relevancy to strategic outcomes. • Considers each person as an individual when deciding how to work with them rather than being prescriptive in their approach.
Achieves Results	<ul style="list-style-type: none"> • Assuming Accountability • Delivering Effective Outcomes 	<ul style="list-style-type: none"> • Willingly accepts responsibility for own work. • Shows initiative in moving projects forward and dealing with potential problems for the team. • Works with Line Manager to solve problems and overcome challenges. • Works with key stakeholders to problem solve, overcome challenges

		and facilitate the achievement of outcomes.
Drives Business Excellence	<ul style="list-style-type: none"> • Facilitating Quality and Continuous Improvement 	<ul style="list-style-type: none"> • Keeps abreast of developments within the division/agency and makes sure that this knowledge is shared across the team. • Takes considerable effort to understand and respond to the requirements of diverse customers.
Forges Relationships and Engages Others	<ul style="list-style-type: none"> • Establishing and Maintaining Networks • Influencing and Negotiating 	<ul style="list-style-type: none"> • Works well with others and is effective in collaborating with colleagues across the agency. • Builds trust in relationships through maintaining confidentiality and 'following through'. • Shows the ability to persuade managers and colleagues by presenting business benefits.
Exemplifies Personal Drive and Professionalism	<ul style="list-style-type: none"> • Modelling Public Sector Values 	<ul style="list-style-type: none"> • Displays commitment to the values of the sector and the department. • Is discreet and maintains confidentiality.

Work Health and Safety

Contribute to workplace safety

- Accepts responsibility for own and others safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

Corporate Responsibilities

- Demonstrate appropriate and professional workplace behaviours that are in line with the [Code of Ethics](#) and the [South Australian Public Sector Values](#).
- Maintain a commitment to Equal Employment Opportunity, Diversity, Ethical Conduct, and record keeping within legislative requirements, according to the principles of the *Public Sector Act 2009*.
- Exhibit and promote the behaviours in line with *The way we work* outlined in the [DEW Corporate Plan](#).
- Actively participate in the Department's Performance Review and Development Program.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.
- Champion positive behaviours and conduct during all interactions with children and young people and act in accordance with the Child Safe Environment Policy and Procedure at all times.

Date Delegate approved original classification:	August 2025 – Generic RD	Original Class method:	Full
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