

Position Description

Management Accountant

Why work with us

Every child and young person deserves a great education.

We have a strategy that aims to unlock every child's potential now and into the future, one that in partnership with learners, students, parents and the wider South Australian community will build a world-leading public education system. One that is equitable and prioritises learning and wellbeing.

Together we will make our education system the best it can be.

When our children and young people thrive, so do our communities and our state.

Our values

We are part of the South Australian public sector and share the values of:

							
SERVICE	PROFESSIONALISM	TRUST	RESPECT	COLLABORATION & ENGAGEMENT	HONESTY & INTEGRITY	COURAGE & TENACITY	SUSTAINABILITY
We proudly service the community and the South Australian Government.	We strive for excellence.	We have the confidence in the ability of others.	We value every individual.	We create solutions together.	We act truthfully, consistently, and fairly.	We never give up.	We work to get the best results for current and future generations of South Australians.

About this role

The Department for Education is committed to ensuring the best educational outcomes for children and young people in South Australia. The department is implementing a range of reforms to improve the educational opportunities for every South Australian child and to better meet the needs of the South Australian community. Pivotal to these reforms is the department's commitment to deliver high quality support services to all schools and preschools and align resources to support the growth and educational achievement of every student.

The Management Accountant is responsible for the delivery of a high-quality business advisory service, within broadly defined guidelines, linked to the strategic priorities of a portfolio of Corporate Divisions for the effective and efficient financial management of the division, compliance with legislative frameworks and state and national policy settings achievement of strategic financial goals and objectives. The Management Accountant ensures that financial reporting and analysis to senior officers is provided in an expert manner that supports senior officers with effective decision-making and compliance with budgeting and financial frameworks. The Management Accountant also develops and maintains effective networks with key stakeholders across the department, relevant services and their personnel, as well as with a range of external agencies and organisations, in order to ensure the best quality outcomes.



Position title	Management Accountant
Classification	ASO5
Division	Finance Division
Directorate	Budget Management
Location	31 Flinders Street, Adelaide, with flexible working arrangements available
Reports to	Senior Management Accountant
Direct reports	Nil
Role description date	July 2026

What you will do (key outcomes)

1. Provide high quality, expert business advisory service in Prudential Financial management for the senior officers in some of the Corporate Divisions to enable the achievement of the Divisions goals in supporting educational improvement.
2. Responsible for providing value added advice to senior officers and for building good working relationships to ensure the needs of the divisions are met.
3. Manage the annual budget and FTE plan for the divisions, including for all divisions, directorates units and projects. This includes development of monthly revenue and expenditure budgets, budget periodization and journals.
4. Manage the production of monthly financial reports and analysis for the division for use in key decision-making, including monthly financial reports, monthly FTE reports, variance analyses, EOY projections and advice on acquittals and external reporting.
5. Provide education, advice and analysis to senior officers in relation to budget management systems, procedures and methodologies to build internal knowledge capability, support compliance with department policies and accountabilities and minimise financial risk to the government. This includes the assessment, development and implementation of funding policies for schools and preschools.
6. Undertake complex financial analysis to identify and mitigate risks to operating budget and departmental programs and initiatives, including the development of resource plans, budget recovery plans and analysis of variances and trends.
7. Help to maintain a safe and healthy working environment by proactively reporting incidents, hazards and injuries.

The capabilities you will bring (key competencies)

- **Communication Planning:** High level ability to communicate effectively, in writing and verbally, to people at all levels within and outside the public sector in a professional, confidential and tactful manner, with proven skills in developing and maintaining networks and working with astuteness and discretion in a sensitive/political environment.
- **Task Management:** High level ability to work in a highly effective manner, under broad agency direction, determine objectives, exercise initiative and judgement in the analysis and resolve of complex problems, cope with high volumes of work and changing priorities and meet critical deadlines while handling a number of sensitive issues.
- **Accounting Tools:** Significant experience in financial and budgetary management discipline expertise and experience in a government environment, particularly in the development of forecasts and operating budgets and the preparation and review of reports.

- **Relationships and Partnerships:** Significant experience in successfully engaging with internal stakeholders, including building internal knowledge and capability in responsible financial management and providing concise, accessible and high-quality advice and reports.
- **Government Processes:** Sound knowledge of government financial management framework, processes, systems and budget and finance functions, as well as whole of government policies and guidelines, the roles, functions and responsibilities of Government, the Parliamentary system and Cabinet processes.
- **Legislation:** Demonstrated knowledge and commitment to promoting and creating a safe and inclusive work environment; and the legislative requirements of Equal Opportunity and Work Health and Safety legislation.

Who you will work with (key relationships)	Qualifications
Direct working relationship: Senior Management Accountant – Corporate Internal working relationship: Executives and Senior Officers from a portfolio of Corporate Divisions External working relationships: Department of Treasury and Finance Auditor-General’s Department State Government Agencies	Essential: An appropriate tertiary qualification in accountancy, finance, business management or equivalent discipline Desirable: CPA Accreditation

Corporate responsibilities	Special conditions
Keep accurate and complete records Act appropriately in line with the Public Sector Code of Ethics at all times Support diversity and promote an inclusive workplace for everyone Maintain a commitment to Work Health and Safety legislative requirements	You may need a current driver’s licence and be willing to drive You may be asked to work out of hours You may need to travel within or outside South Australia You need to achieve mutually agreed performance goals You must have a current Working with Children Check You must do Responding to Risks of Harm, Abuse and Neglect – Education and Care training You must be an Australian resident or provide evidence you have a current work permit

Assessed by: Tegan Palamaris, Advisor People & Culture Date: July, 2026		Approved by: Carmine Vetere, Director, Budget and Financial Services Date: July 2026	
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