

Management Accountant – National Office

Position Number	EAO00820
Salary range	\$67,653 - \$76,323 plus superannuation per annum
Work Type	Permanent full-time
Location	AHPRA National Office – Level 7, 111 Bourke Street, Melbourne
Closing Date	1 February 2012 at 4:00PM EST
Classification	Administration 6
Reports To	Manager, Management Accounting, National Office
Contact (for enquiries and/or submission)	Carlyle Young Group cyg8@carlyleyoung.com.au +61 (03) 9600 0866

Organisational Context

The Australian Health Practitioner Regulation Agency (AHPRA) is a national organisation established to implement a modern national regulatory system for health professionals. AHPRA and 10 National Boards work in partnership to deliver the National Registration and Accreditation Scheme, which started in Australia on 1 July 2010 (18 October 2010 for Western Australia). The purpose of health practitioner regulation is to protect the public, by making sure that only health practitioners who have the skills, qualifications and knowledge to provide safe care are registered to do so.

AHPRA reports to the Australian Health Workforce Ministerial Council and is governed by an Agency Management Committee appointed by the Ministerial Council.

AHPRA has an office in each state and territory responsible for most operational matters and a national office in Melbourne. AHPRA supports the operations of the National Boards and their state and territory boards and committees.

AHPRA and the National Boards each have a set of responsibilities and functions that are set out in the *Health Practitioner Regulation National Law Act*, as in force in each state and territory. AHPRA and the National Boards work in partnership to regulate the professions and implement the National Scheme. This includes maintaining a national public register of health practitioners, managing concerns about the health, performance or conduct of registered practitioners, and registering practitioners who meet the standards set by the Boards.

The ten health professions included in the scheme from operational commencement on 1 July 2010 are:

- Chiropractic
- Osteopathy

- Dental
- Medical
- Nursing and midwifery
- Optometry
- Pharmacy
- Physiotherapy
- Podiatry
- Psychology

The four new professions to join the scheme on 1 July 2012 are:

- Aboriginal and Torres Strait Islander Health Practice
- Chinese medicine
- Chinese medicine
- Medical radiation practice
- Occupational therapy
- Occupational therapy

The Job

As the Management Accountant at the AHPRA National Office, you will play a critical role in the financial reporting and budgeting cycles for the Agency.

AHPRA has an annual turnover of over \$130M with Offices in all States and Territories. The budgeting process and financial reporting will bring you into close contact with both senior members of the Executive team and State and Territory Managers. Reporting to the Manager, Management Accounting, you will be required to provide day to day support and will have the opportunity to show initiative to assist the Agency meet its financial reporting and budgetary targets.

AHPRA has chosen TM1 Cognos as its budgeting tool and you will be involved in its implementation.

AHPRA has implemented three core corporate systems:

- Pivotal (CRM practitioner registration);
- Microsoft Dynamic Great Plains (Financials); and
- PayGlobal (Payroll).

You will be part of a team delivering financial management, asset management and administrative support functions for the Agency, working with State and Territory Managers to implement the best practice national accounting, budgeting systems and processes.

The successful applicant will be required to:

1. Assist with managing Budgets:

- Take a lead role in preparation and development of forward budgets to be reflected in the Health Profession Agreements between the National Boards and the Agency.
- Day to day monitoring of the current year budget to ensure there is proactive investigation of variances and action takes place to ensure management are fully informed of the budget position.

2. Reporting:

- Deliver regular and ad hoc financial management reporting for the Boards, AHPRA Executive and other senior managers. Support the Manager, Management Accounting in preparing the narrative that will accompany the monthly reports by investigating variances and liaising with budget holders.
- Contribute to the establishment and maintenance of systems and procedures for budget planning and control. Identify and implement process improvements and efficiencies.
- Undertake regular assignments as determined by the Manager, Management Accounting into the accounting and reporting systems to ensure that Executive Management and Health Practitioner Boards' needs are met in regard to new information requirements.
- Assist with the end of month accounting close off to ensure that the finance department meet timelines for reporting.

3. Manage stakeholders:

- Undertake effective communication and relationships with senior Executives in AHPRA and State and Territory Managers.
- Contribute positively to the establishment and maintenance of an organisational culture that emphasises delivery of high quality services and continuous quality improvement

4. Chart accounts maintenance

- Responsible for maintaining the integrity of AHPRA's Chart of Accounts. Approval of new Cost Centre Segments and Natural Accounts (Expense Codes) and the combination of these. Ensuring correct combinations are in use and are correctly reflected in management reports.

Key Selection Criteria

The ideal applicant is someone who has:

KNOWLEDGE & EXPERIENCE

1. CPA or Chartered Accountant with experience in accounting and budgeting within a complex organisation.
2. Demonstrated experience in managing and setting budgets, and preparing financial reports in a large organisation with multiple stakeholders.
3. Experienced in the analysis of financial statements based on a strong knowledge of accounting principles and Australian accounting standards, practices and ability to interpret legislation.
4. Strong database management skills (Cognos knowledge highly desirable), with experience in using and reporting with MS Excel. Experience in using reporting writing features available in most standard accounting systems.

PROFESSIONAL SKILLS

1. Proven people management skills to ensure that budgets are owned and understood by the budget holders.
2. Proven ability to deliver in a fast paced environment.
3. Excellent verbal communication skills and a commitment to the application of clear language principles in communications across an organisation.
4. Highly developed analytical skills and demonstrated ability to identify critical issues and provide authoritative advice.
5. Proven ability to forge networks and partnerships across a range of internal stakeholders.
6. Demonstrated commitment to the provision of excellent customer service and continuous improvement.
7. Excellent attention to detail and ability to work with minimum supervision.