



Position Description

Title:	Management Accountant
Reports to:	Manager, Management Accounting
Location:	Sydney
Employment Type:	Permanent Full Time
Date:	January 2010
<u>Role purpose:</u>	
<p>The Financial Services Department provides financial and management services to the ASX group. The purpose of the role is to participate in the preparation, co-ordination, consolidation and distribution of group revenue and expenditure, human resources and capital expenditure budgets and forecasts, the analysis and interpretation of results, and the preparation of financial and operating statistics reports to provide a basis of management planning, operating controls and performance appraisal.</p>	
<u>Dimensions:</u>	<u>Organisation Structure:</u>
No supervisory responsibilities.	Division: CFO
	Business Unit: Finance
	Team: Management Accounting
<u>Key Accountabilities:</u>	
<ul style="list-style-type: none"> • Develop management reports and models to analyse financial performance • Assist in the annual budget preparation • Assist in the preparation of the monthly management and board reports, including reporting on ratios, KPI's and ASX group valuation model • Produce routine and ad hoc financial management information • Assist in the preparation of forecasts • Prepare and distribute monthly expense and revenue reports for ASX business units, and provide variance analysis when required • Calculation and analysis of various rebate schemes • Prepare quarterly management accounts of clearing entities for RBA • Assist in year end and half year end preparation of financial accounts and annual report • Project reporting • Assist in analyses related to projects e.g. new projects or review of existing agreements etc • Development knowledge of the Treasury business and become a reliable and trusted back up. • Become a point of contact for all project related queries. • Any other duties as required by the Management Accounting Manager or the Group Financial Controller 	

Person Specification	
<p><u>Experience / Knowledge:</u></p> <p>Essential</p> <ul style="list-style-type: none"> • Tertiary qualifications in an Accounting discipline • CPA / CA qualifications or near completion • Experience in management accounting including preparation of financial reports • Financial modelling skills 	<p><u>Experience / Knowledge:</u></p> <p>Desirable</p> <ul style="list-style-type: none"> • Exposure to the financial services industry beneficial • PeopleSoft and TM1 utilisation
<p><u>Key Competencies:</u></p> <p>Essential</p> <ul style="list-style-type: none"> • Strong and effective communication skills • Identify customer (primarily internal) needs and respond accordingly • Good organisational and time management skills • Contribute to the Finance team by sharing information and assisting others in a variety of tasks 	<p><u>Key Competencies:</u></p> <p>Desirable</p> <ul style="list-style-type: none"> •
<p><u>Personal Attributes:</u></p> <p>Essential</p> <ul style="list-style-type: none"> • Ability to work unsupervised and meet deadlines • Attention to detail • Good interpersonal skills • Initiative to get involved and understand the broader business 	<p><u>Personal Attributes:</u></p> <p>Desirable</p> <ul style="list-style-type: none"> •