



Position: Management Accountant

Contract Type: Permanent

Employment Type: Fulltime

Location: Regional Support Centre, Adelaide

Department: Finance

Business Unit: Aviation

Reports to: Finance Manager

Direct Reports: 0

1. Job Purpose

To support the Finance Manager to develop implement and monitor effective financial decision support systems and the provision of effective financial analysis and information to senior managers in their pursuit of strategic and commercial business objectives.

2. Responsibilities

- 2.1. Provide effective management information to managers and stakeholders including financial analysis and modelling
 - 2.2. Work with and provide support and assistance to managers in relation to finance and accounting issues
 - 2.3. Ensure finance reporting deadlines and reconciliation functions are satisfied
 - 2.4. Ensure maintenance of financial controls to financially safeguard the assets of the company
 - 2.5. Work with managers to develop, implement and monitor the budgetary planning and review process
 - 2.6. Assist with various statutory compliance activities including tax, audit and financial reporting
 - 2.7. Assist with preparation of financial models and analysis for potential new business opportunities and financial bid responses as part of tender response process
 - 2.8. Monitor and update the business processes and controls as required by Babcock UK or as recommended by internal / external auditors
 - 2.9. Comply with the Quality, & Safety Systems Management (QSSM) Policy and Procedures
 - 2.10. Initiate recommendations for improvement of Processes and Standard Procedures
 - 2.11. Other duties as directed
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3. Qualifications

- 3.1. Graduate Degree in Accounting or Finance
- 3.2. CA or CPA status desirable



4. Skills & Competencies

4.1. Essential

- 4.1.1. Ability to assist non-financial managers understand and utilise financial data and recommendations
- 4.1.2. Advanced Excel

4.2. Desirable

- 4.2.1. ERP/ Financial software competency

5. Mandatory Training Requirements

Training Type	Frequency
HSE Induction	On Induction
Roles and Responsibilities for Employees (Internal)	As-needs basis
Manual Handling and Ergonomics	As-needs basis
Success Factors: Anti-Bribery & Corruption Training	On Induction
Success Factors: Cyber Security Awareness Training	On Induction
Discrimination & Harassment Awareness	Annually
Security Awareness	Annually

6. Our Guiding Principles – Being Babcock

- 6.1. Build great relationships based on trust
- 6.2. Respect people and value their diversity
- 6.3. Always strive to deliver
- 6.4. Challenge ourselves and each other
- 6.5. Safeguard Customers reputations
- 6.6. Thrive on complexity
- 6.7. Trust our people to deliver
- 6.8. Never compromise on health and safety

7. Health, Safety & Environment

- 7.1. Contribute to a safe working environment by:
 - 7.1.1. Taking care to protect his or her personal health and safety at work;
 - 7.1.2. Not adversely affecting the health and safety of others in the workplace;
 - 7.1.3. Identifying hazards in the workplace, and rectifying them where possible;
 - 7.1.4. Complying with all reasonable instruction and safety, using equipment provided, reporting any incidents' or near misses which may occur; and

Position Description



7.1.5. Complying with all relevant HSE policies and procedures.

8. Other Requirements

- 8.1. There may be a requirement to carry out reasonable additional duties to meet the needs of the organisation;
- 8.2. Must operate in accordance with the Babcock Financial Delegations of Authority;
- 8.3. Security Clearance N/A Baseline NV1
- 8.4. Interstate travel required Yes No
- 8.5. Access to protected US Defence Technology & Information Yes No

9. Sign Off

I acknowledge that the contents of this Position Description have been discussed and mutually agreed upon.

Document Authorised by Department Head	
Name:	Click here to enter text.
Signature:	Date: Click here to enter a date.

Employee Acknowledgment	
Name:	Click here to enter text.
Signature:	Date: Click here to enter a date.