



Position title	Management Accountant
National Gallery level	NGA Level 6
Position number	Position No. 3503
Employment type	Non-ongoing – Full-time – 2 years
Department	Financial Planning and Analysis
Portfolio	CFO and Commercial
Immediate supervisor	Senior Financial Analyst
Direct reports	N/A
Position location	National Gallery, Parkes, Kamberri/Canberra
Requirements	Australian Citizenship Police Check Relevant tertiary qualifications in accounting, commerce or equivalent

ABOUT THE GALLERY – ABOUT OUR TEAM

The National Gallery is one of Australia’s leading visual arts institutions. The National Gallery is based in Canberra and is a vital part of the Australian cultural landscape. Our Purpose is to collect, preserve, promote and share the national collection of art. The Vision of the National Gallery is to be the international reference point for art in Australia, inspiring all people to explore, experience and learn. Our Values include excellence, creativity, courage, respect, and accountability.

WORKING AT THE GALLERY

When you work at the National Gallery you will be exposed to some of the world’s leading Australian and international art and artists. We are located in the parliamentary triangle on the waterfront and your lunchtimes can be spent in our beautiful sculpture garden or around Lake Burley Griffin.

We support flexible working practices, including working from home, and you will have access to low-cost, onsite car parking.

The National Gallery is committed to the health, safety and wellbeing of our people and we expect our people to share this commitment and work safely at all times.

We value the contribution that a diverse workforce brings and encourage people from a diverse background to apply. This might include identifying as First Nations peoples, people with a disability, culturally and linguistically diverse people and LGBTQIA+ people.

OVERVIEW OF THE ROLE

The National Gallery is undertaking a large change program consisting of an ambitious capital works program and a range of other significant delivery initiatives across all areas of the business.

This position is a hands-on role, responsible for providing accurate and timely accounting, financial analysis and reporting on the National Gallery's capital works program and projects. This includes working closely with the Senior Financial Analyst to provide effective accounting and financial management services to project stakeholders.

This is a full-time, non-ongoing employment opportunity available within the Financial Planning and Analysis Department. The position will be for an initial term of two-years, where a strong performer will have good opportunity for future career progression in the finance team.

The Financial Planning and Analysis Team is responsible for managing the National Gallery's strategic financial planning, analysing financial performance and income generating capability. Other key elements include financial management of commercial revenue streams, trusts and endowments, and capital projects with a focus on delivery of strategic analysis and advice to the National Gallery's senior management and Council.

OUR IDEAL CANDIDATE

To be successful in this role you will have professional qualifications, demonstrated experience in financial management and possess strong analytical skills and the ability to problem solve. You have excellent communication skills including the ability to communicate financial information to non-financial stakeholders and can work collaboratively to drive continuous improvement.

Your highly developed organisational skills, sound oral and written communication skills, ability to prioritise and excellent attention to detail will ensure you can lead and deliver high quality outcomes in a fast-paced environment.

Your self-motivated with the initiative and commitment to manage workloads and meet deadlines. You are client-focused and have excellent relationship management skills, applying sound judgement demonstrating integrity in all that you do.

WHAT WILL YOU DO?

In accordance with APS 6 work level standards and with support of the Senior Financial Analyst, you will:

1. Monitor performance against budget for capital projects and project reporting, including scrutinising project on-costs and internal charges.
2. Produce accurate, relevant and timely monthly reports for capital projects including analysis that explains the financial results, performance against budget and trends. Assist the Senior Financial Analyst in the preparation of timely financial reports for the senior executive and the Council.
3. Liaise with the Capital Works Department on the preparation of project related spending proposals, including accurate financial information and timely approval by financial delegates.
4. At project completion aid in the completion of documentation to support asset capitalisation including review of financial data.
5. In conjunction with the Senior Financial Analyst provide advice to stakeholders on project financial management including suggesting improvements to financial management work practices.
6. Assist with the development of the annual and five-year capital budget including project cost analysis.
7. Assist with the development of the financial implication in relation to the acquisition of artwork including whole of life cost analysis.

Undertake other various ad-hoc finance duties commensurate with the skill and capability requirements at this level.

WHO ARE WE LOOKING FOR?

To be successful in this role you will need to demonstrate, or have the ability to develop the following,

You will:

- The ability to take responsibility to prioritise your own work effectively in order to **achieve results**, often working with competing priorities and needing to work to deadlines while maintaining accuracy.
- The ability to **communicate clearly** both verbally and in writing, in order to negotiate effectively with stakeholders and provide a high-quality client experience.
- The ability to **act with integrity**, showing accountability, judgement and professionalism in all that you do.
- The ability to **align your work with the National Gallery's strategic priorities** to drive a culture of innovation and organisational improvement in relation to financial management.

HOW TO APPLY

You should provide a tailored CV (**maximum of three pages**) along with a statement of no more than **two pages** that outlines your skills, capabilities and experience, against the 'Our ideal candidate' information above.

In your statement response you should keep in mind the capabilities and behaviours required to be successful for this role, as identified in the 'Who are we looking for?' section.

Try not to duplicate information that can be found in your CV but do highlight any specific examples or achievements that demonstrate your ability to perform the role.

To apply for this role please forward your application to recruitment@nga.gov.au.

Qualifications, Certifications and Registrations

To be eligible for this role you **must**

- hold an Australian Citizenship, and
- satisfy a police check.

Role specific mandatory qualifications certification and/or registrations include:

- Relevant tertiary qualifications in accounting, commerce or equivalent are essential.
- Professional certification and/or membership of a relevant professional association such as Certified Practising Accountant / Chartered Accountant (CPA/CA), or significant progress towards certification, is desirable.

Work, Health & Safety Obligations

This role is required to ensure that they meet duty of care obligations as required under WHS legislation.

This is achieved by:

- being accountable and taking ownership of health and safety matters within their control or ability to promote a culture of health and safety within the National Gallery
- working with colleagues to enhance health and safety and ensure that it becomes a part of everyday National Gallery business

Contact

Further information about the position may be obtained by contacting Laura McElhinney on +61 2 6240 6508 or laura.mcelhinney@nga.gov.au.

Note: In line with National Gallery recruitment practices, you must hold Australian Citizenship and satisfy a police check. The requirement to hold Australian Citizenship may be waived under exceptional circumstances.