

Senior Management

Accountant

Finance

Corporate Services

The Senior Management Accountant is a senior member of the OPG Financial Services team. The team develops, communicates and advises on financial policies, guidelines, methodologies and systems, and ensures OPG's financial outputs and funding arrangements operate efficiently. This role provides expert financial, budget and procurement advice to managers and executives. It oversees OPG's procurement and contract management activities and uses SAP and Power BI to deliver accurate, timely reporting that supports decision-making.

Your key responsibilities

- Lead internal budgeting, forecasting and monthly business unit Financial Performance Reports, including variance analysis and advice to budget holders on managing their budgets.
- Prepare and quality-assure the fortnightly FTE Report, confirm funding and FTE availability, and process budget changes.
- Oversee OPG procurement activity, including the Queensland Procurement Policy, procurement delegations, procurement memos, purchase orders and contract management. Provide expert advice to business units throughout the procurement lifecycle.
- Maintain and improve the Financial Management Practice Manual, financial and procurement delegations, and related policies and procedures, including gifts and benefits and National Partnership Agreements.
- Provide oversight and advice on transactional processes managed with Queensland Shared Services, including invoice payment, invoicing and write-offs, and vendor and customer management.

Job advertisement reference

QLD/702704/26

Role type

Fixed-term temporary until the 30 September 2027, with the possibility of extension

Flexible full-time

Classification

AO6

Salary

\$119,802 to \$127,941 per annum
Plus leave loading and 12.75% employer superannuation contribution

Location

Brisbane CBD

Contact

Piyush Chawla, Corporate Services Manager – Finance and People

P: 3738 9442

Closing date

Wednesday, 14th October 2026

Our workplace

The Office of the Public Guardian (OPG) is an independent statutory office established to protect the rights and interests of adults with impaired decision-making capacity, and children and young people in the child protection system and other visitable sites.

Join us as we protect, support, advocate, educate and empower, to build a Queensland where our most vulnerable community members can live with dignity.

- Oversee Queensland Government corporate purchasing card compliance, including fraudulent payment procedures and the security of credit card data.
- Review, reconcile and analyse ledger accounts in SAP, resolve recurring issues and recommend corrective actions to ensure compliance with accounting standards, the Financial and Performance Management Standard 2019 and departmental policy.
- Develop and maintain Power BI dashboards and reports that turn financial, FTE and procurement data into clear insights for executives and managers.
- Build financial literacy across OPG by explaining financial information in plain language to stakeholders at all levels.

Technical skills, abilities, and cultural capability

- Strong working knowledge of SAP financial and procurement modules (general ledger, cost centre reporting, purchase orders, vendor management), ideally within a Queensland Shared Services environment.
- Proficiency in Power BI (data modelling, DAX, dashboard design) and advanced Excel for financial analysis and reporting.
- Sound knowledge of Queensland Government procurement frameworks, including the Queensland Procurement Policy, procurement delegations and contract management.
- Knowledge of public sector financial management, budgeting and FTE management, including the Financial Accountability Act 2009 and the Financial and Performance Management Standard 2019.
- Analyses complex financial data and presents clear, practical recommendations.
- Makes sound decisions based on legislation, policy and precedent.
- Contributes to workplace equity, diversity, respect and inclusion.
- Builds cooperative, influential working relationships with colleagues, executives and external stakeholders.

Leadership stream — we lead ourselves or we lead others

We are all leaders in the Queensland public sector, across all roles and classification levels. We apply the Leadership Competencies for Queensland (LCQ) framework to outline the expected behaviours and competencies in the workplace for all roles. This role has been identified as an Individual Contributor.

Working relationships

This role interacts with internal stakeholders across the entire department and external government entities.

Reports to: Principal Management Accountant, Corporate services (Finance and People)

Direct reports: Not applicable.

Collaborates with: Office of Public Guardian's Business units – Guardianship, Investigations, Community Visiting and Advocacy, Strategy and Practice Quality; Department of Justice and external stakeholders.

The team and the branch

The OPG Financial Services team develops, communicates and advises on financial policies, guidelines, methodologies and systems, and ensures the efficient operation of financial outputs and funding arrangements. Its services cover financial processes, financial policy and procedures, procurement and contract management, and budget and FTE management.

Qualifications and conditions

Experience: Demonstrated experience in a senior finance role, including budget management, procurement oversight, financial reporting and stakeholder engagement, with strong proficiency in SAP and Power BI.

Qualifications: There are no mandatory qualifications for this role. The following are highly desirable:

A tertiary qualification in accounting, finance or commerce, and/or CPA or CA membership (or progress towards it), procurement training or qualifications, such as a Certificate II in Government Procurement or equivalent and demonstrated experience with SAP and Power BI in a government setting.

Pre-employment Checks: Appointment is subject to a criminal history check and compliance with standard public sector disciplinary history declarations.

Identified role

This position is not designated as an identified role.

Suitability for employment

The following suitability for employment checks are required for this role:

- Serious disciplinary action check (former or current Queensland public sector employees only)
- Criminal history check

Additional information

Here is some additional information about the role. Review the **Applicant Information Package** for more information.

Physical demands and nature of work

This role is administration-based and requires:

- prolonged sitting and high computer usage
- limited standing, twisting, bending (at the waist)
- carrying of laptop if alternating between home and office
- high level of contact with other OPG employees via face-to-face, phone and email.

Exposure to trauma and/or vicarious trauma

In this role you may be exposed to traumatic material by investigating, witnessing, or being exposed to traumatic events. This may include reading, hearing, or seeing accounts, photos, videos and other material related to traumatic events. The material may be unexpected, confronting, explicit, distressing, and/or offensive.

We have a range of physical and psychosocial safety controls in place for our workplaces, including strategies to manage the risk of workers being exposed to traumatic events, material and/or vicarious trauma. We also support employees who are impacted by their work.

You should consider the above information and your personal resilience and coping strategies to sustain working in environments that may expose you to traumatic events and/or material.

Please consider this carefully before applying for this role.

How to apply

Apply via [Smart Jobs](#) and submit:

- Your resume (2 - 2 pages recommended).
- 1–2-page cover letter explaining why you would like to work for us, what personal qualities you will bring to the role and a brief overview of your relevant skills and experience.

Valuing equity and diversity

We know that embedding diverse perspectives enriches our work, helping us to meet the needs of all Queenslanders.

We encourage applications from people of all backgrounds, including Aboriginal and Torres Strait Islander peoples, individuals with disability, culturally and linguistically diverse communities, LGBTQIA+ individuals, veterans, and people of all ages.

We encourage you to share how your unique experiences, perspectives, and contributions would support our inclusive and respectful workplace.

Remember to let us know if we can help you participate in the recruitment process. Our selection decisions are not influenced by whether an applicant needs assistance or a subsequent workplace adjustment. Email us for a confidential chat at PE@publicguardian.qld.gov.au