



POSITION DESCRIPTION

Position:	3517 Senior Finance Business Partner
Work Area:	Financial Services
Classification:	Level 8
Supervisor:	3444 Finance Manager

VISION

To become Australia's premier regional university.

MISSION

Enriching our regions, connecting with our communities and creating opportunities for all.

VALUES

At UniSC we will:

- Advocate for equitable access to education and knowledge
- Recognise and embrace diversity and inclusion
- Champion environmentally sustainable principles and practices
- Commit to fair and ethical behaviour
- Respect our people, our communities, and their potential
- Be accountable to ourselves and each other
- Strive for excellence and innovation in all that we do

OVERVIEW OF FINANCIAL SERVICES

Financial Services provides support to the University community in relation to all strategic and operational financial and procurement matters. The department is committed to adopting a continuous improvement culture that seeks to enhance productivity, while complying with governance and accountability obligations and contributing to the University's long-term viability through the strategic development of finance-related plans and major projects. Financial Services is also committed to developing an action-orientated, success-driven culture.

PRIMARY OBJECTIVES OF THE POSITION

1. Provision of Financial Management services including preparation of budgets, reporting & analysis, comprehensive business modelling, forecasts, assessments and analysis of financial data sources (external & internal) to enable a robust financial environment and provides expert advice on systems underpinning senior management directives
2. Develop, implement, maintain and continuous improvement of Financial Management reporting & process efficiency gains for internal & external clients.
3. Liaise closely with members of the Financial Services management team, University Senior Management, Committees and stakeholders across the University on a range of financial issues.



NATURE AND SCOPE OF POSITION

Under the broad direction of the Finance Manager, the Senior Finance Business Partner will be responsible for the provision of financial management, planning and advice assisting a range of clients to achieve strategic priorities. This includes researching and contributing financial analysis and insights for business case development, report and dashboard development enabling forecasting, monitoring and reporting of budgets and financial performance in a modernised approach and continual technology and system development.

The position will ensure best practice and compliance of standards and systems in accordance with relevant legislation, policy and professional accounting, technology and data management standards within the Australian government frameworks and higher education sector.

The incumbent works closely with colleagues across the University particularly Financial Service's business development and systems teams, Information & Analytics Unit, Information Technology Services and Senior Staff.

KEY ACCOUNTABILITIES OF THE POSITION

1. Responsible for the development, implementation and education of UniSC's financial tool kits that support, budgeting, business modelling, analysis, monitoring and reporting of UniSC's financial matters and associated data.
2. Identify client requirements and issues and provide proactive high quality financial solutions and advice through development of a range of analytical and informative reporting tools
3. Manage the development, consolidation and education of the University budgeting framework including divisional budgeting, reporting and analysis for clients including Executive ensuring budgetary and reporting practices are responsive to the everchanging environment.
4. Undertake institutional research on matters that support University strategic planning and corporate priorities, including those matters relevant to robust business case development
5. Identify opportunities and efficiencies to continuously improve team performance and build capacity that is aligned to current and future client needs and service delivery requirements.
6. Ensuring best practice and compliance of standards and systems in accordance with professional accounting standards, to fulfill the University's statutory reporting requirements, including contributing to the preparation and presentation of the University's annual financial statements and similar legislative reporting requirements.
7. In consultation with stakeholders, the position will contribute significantly to the administration and financial management of research and consultancy grants including the ability to interpret complex legal documents and provide advice.
8. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.

KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:



1. Education, training and/or experience equivalent to the completion of postgraduate qualifications in finance or a related business discipline or progress towards postgraduate qualifications, and extensive relevant experience.
2. Experience in advanced financial toolkit development (e.g. business case, monitoring & reporting), implementation and education to exceed client expectations.
3. Expertise in accounting standards, statements of accounting concepts, financial management & reporting.
4. Expertise in the preparation and analysis of high level financial reports, interpreting and resolving issues and providing high quality financial advice, communicating complex information to technical and non-technical audiences.
5. Highly developed computer literacy skills including expert proficiency in Microsoft Office Suite including Visual basic Analysis (VBA), Power BI and Power Query.
6. A high level of business acumen, leadership and proven results in a complex business environment.
7. Extensive experience in working autonomously as well as flexibly within a team, whilst sustaining a high degree of initiative in the area of work and be able to manage competing priorities and to meet deadlines and commitments.
8. Excellent interpersonal and verbal communication skills to build and establish rapport and manage relationships at all levels of the University. A commitment to providing a quality client service, including the ability to influence, negotiate and interact effectively across an organisation to meet the needs of the University.

Desirable

1. Extensive relevant experience in the higher education sector and knowledge of sector issues that may impact the strategic directions of the University.
2. CPA qualified member of CPA Australia (or equivalent).
3. Experience with the following UniSC enterprise systems:
 1. Finance - Technology One CiA
 2. Student management, Human Resources & Payroll – PeopleSoft

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.