

# POSITION DESCRIPTION



Finance  
Chief Operating Officer Portfolio

## Associate Director Financial Accounting

<b>POSITION NUMBER</b>	0033860
<b>PROFESSIONAL CLASSIFICATION STANDARD/SALARY</b>	Senior Manager 1
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full Time (1 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing
<b>HOW TO APPLY</b>	Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	John Demagistris Tel +61 3 8344 2903 Email <a href="mailto:demj@unimelb.edu.au">demj@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## **THE UNIVERSITY OF MELBOURNE**

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

## **CHIEF OPERATING OFFICER PORTFOLIO**

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of six sub-portfolios covering all areas of our operations.

- Business Services
- Finance
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Service

## **FINANCE**

The Finance team's core objective is to advance University strategy through financial leadership and innovation, strategic sourcing and contracting.

## **UNIVERSITY FINANCIAL AND COMMERCIAL CONTEXT**

The University of Melbourne:

- In the year ended 31 December 2019 had income of c.\$2.9 billion.
- As at 31 December 2019 had assets of c.\$8.6 billion (including c.\$4.9 billion of property, plant and equipment and c.\$2.4 billion of financial investments), liabilities of c.\$2.1 billion (including debt of c.\$0.7 billion across banks and debt capital markets) resulting in equity of c.\$6.6 billion
- In terms of operating scale and complexity, the University at 31 December 2019 had total Full time equivalent (FTE) staff of c.9,000, comprised of
  - 10 diverse revenue generating divisions (faculties and schools);
  - Head office (Chancellery) responsible for governance, oversight, policy and strategy; and
  - Shared services which is responsible for service delivery.
- The University is becoming increasingly global in its operations and activities causing increased complexity in finance and financial risk management.
- As at 31 December 2019 based upon market capitalisation (equity), if the University was listed it would be a top 70 company on the ASX.

## **EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

## **ABOUT THE ROLE**

### **Position Purpose:**

The Associate Director Financial Accounting is an important senior management position that acts as a key support to the Director of Financial Accounting and Budgeting and CFO. Your role is to ensure an effective internal financial control environment, manage and ensure compliance with external financial reporting requirements, and provide advice and guidance regarding financial accounting matters to enable University leadership to make sound business decisions.

Reporting line: Director Financial Accounting and Budgeting

No. of direct reports: 4

No. of indirect reports: 1 to 5

### **Key Dimensions and Responsibilities:**

Task level: Extensive

Organisational knowledge: Extensive

Judgement: Extensive

Operational context: University wide

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

### **Core Accountabilities:**

A snapshot of the core accountabilities of the role are as follows:

#### **Leadership**

- Contribute to the overall fiscal leadership and long-term financial sustainability of the University by providing knowledge and insight to University leadership for financial accounting matters.
- Develop, implement and lead the financial accounting strategy and functions across the organisation ensuring functional excellence while fostering strong working relationships.
- Oversee tax administration ensuring best practice and efficient processes are in place.
- Lead, mentor and support the development of the team for future growth, creating opportunities to build capability and create high levels of engagement.
- Provide continuous thought leadership, planning and prioritisation of team matters.
- Provide leadership to the broader CFO Group.

### **Specialist Financial Accounting**

- Assess and ensure compliance with relevant external reporting requirements including Australian Accounting Standards, Financial Management Act, Financial Reporting Directions and Financial Reporting Guidelines issued by the Australian Government Department of Education.
- Provide technically sound commercial accounting advice for complex accounting issues and transactions that comply with accounting requirements and maximises benefit to the University.
- Act as subject matter expert on all financial accounting matters within the University.
- Communicate and effect changes to accounting standards and other regulatory requirements.
- Develop and implement accounting policies and procedures and ensure consistent and effective application across the University through engagement and education of key stakeholders.
- Manage the process and systems for University wide reconciliations and lease accounting.
- Prepare consistently high-quality reports and analysis on financial accounting matters to Finance Committee, Audit and Risk Committee and other governance bodies.

### **External Financial Reporting**

- Lead the preparation of the University and consolidated group financial statements.
- Manage the external financial audit ensuring statutory deadlines are met and appropriate outcomes achieved.
- Ensure systems, controls and processes are efficient and effective to enable the timely, accurate and complete preparation of external financial reporting obligations.
- Drive improvements to processes to streamline reporting & systems.
- Communicate with University subsidiaries to ensure end of year external reporting obligations are understood, changes to requirements implemented and timelines met.
- In collaboration with Internal Audit, ensure compliance matters or improvements raised by internal and external audit are addressed on time and appropriately.
- Manage other external reporting and compliance requirements and associated external audits.
- Ensure appropriate external valuations are conducted for the University's property portfolio and cultural collections.

### **Collaboration and Engagement**

- Work closely with Internal Audit to ensure the University implements and maintains a system of effective financial controls, identifying areas of potential risk or improvement.
- Influence the standard and financial reporting setters to ensure outcomes are in the best interests of the University e.g. Accounting Standard's Board, State and Commonwealth Government or other relevant bodies.

- Work with the Director Financial Accounting and Budgeting to develop and implement a management reporting and business partnering framework across the University to ensure efficient allocation of University resources.
- Partner with others in the University to ensure an environment of continuous improvement of Financial Accounting matters across the University.
- Management of other internal resources and external financial professionals engaged to conduct specialist financial analysis or advice.
- Create a network of colleagues across the University and industry to engage with and leverage from.

### **Selection Criteria:**

#### Education/Qualifications

1. Fully qualified Chartered Accountant (CA) or Certified Practising Accountant (CPA); and
2. Postgraduate qualifications and extensive relevant experience; or
3. An equivalent combination of relevant experience and/or education/training.

#### Knowledge and skills:

1. Management experience in a similar role in a similar size organisation working with a high degree of autonomy.
2. Proven ability to manage preparation of financial statements and associated external audit.
3. Demonstrated experience in providing stakeholders technical accounting advice on significant or complex transactions.
4. Extensive knowledge and proven ability to apply and interpret Australian Accounting Standards and other regulatory requirements.
5. Prior experience accounting for significant property portfolio, investment portfolio and diverse revenue streams.
6. Demonstrated ability to contribute to the conceptualisation, development, and review of major finance related policies, objectives and strategies.
7. Demonstrated ability to prioritise, manage and deliver competing tasks and projects.
8. High level of business acumen and attention to detail.
9. Highly evolved communication skills both written and verbal, coupled with critical thinking and ability to engage and influence across a wide range of stakeholders.
10. Ability to present to a group across various levels and size.
11. Capability to identify solutions and propose a plan to remedy problems encountered.
12. Experience in and ability to identify and implement continuous improvement and efficiencies.

### **Other job-related information:**

The position and its responsibilities may require working over and above regular hours during peak times.