Finance Specialist – Quote to Cash (ERP Program)

POSITION NUMBER
0056409

PROFESSIONAL CLASSIFICATION
UOM 8 - $110,709 - $119,829 per annum (pro rata for part-time)

STANDARD/SALARY

SUPERANNUATION
Employer contribution of 17%

WORKING HOURS
Full Time (1 FTE)

BASIS OF EMPLOYMENT
Fixed term available for 12 months

HOW TO APPLY
Go to http://about.unimelb.edu.au/careers, 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.

CONTACT FOR ENQUIRIES ONLY
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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
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 Services

ERP TRANSFORMATION PROGRAM

The ERP Transformation Program provides foundational building blocks to achieve a Process and Service Transformation and will enable the Pandemic Reset Program to realise sustainable financial and organisational stability. The implementation will require UoM to invest in the right capability, taking 2-3 years to deliver a new Enterprise Resourcing Planning (ERP) to the University of Melbourne.

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 University’s People Strategy 2015-2020 and policies that address 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.

ABOUT THE ROLE

Position Purpose:

Reporting to the Finance Specialist Lead, this role is part of the Finance Stream within the ERP Program. The Finance Specialist plays a key role in the implementation of Workday Financials and delivering related outcomes of the ERP Program.

The Specialist will be required to expertly influence, communicate and present effectively to stakeholders that may not possess the subject matter knowledge in a clear and succinct manner to ensure timelines are met and the new systems are optimised.

Working with the Finance stream and Specialist leads, the Specialist will provide their organisational Quote to Cash functional knowledge across the Program’s streams (functional and technical), ensuring key decisions made are in the best interests of the University, and the Finance team are supported with a fit for purpose system that creates efficiencies and an improved customer experience.

The Finance Specialists will also work with each other to ensure a unified design across all finance business processes. The Finance Specialist/s will cover Quote to Cash, including accounts receivable, collections, bank statement matching and treasury.

Reporting line: Finance Specialist Lead
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: N/A

**Key internal relationships**: ERP Transformation Program team, Finance Services team within Business Services, CFO Group team, Finance and Operations team within Research, Innovation and Commercialisation, other Program stakeholders in Academic and Administrative Divisions.

**Key external relationships**: Vendors, System Implementation Partner, other relevant consultants

**Key Dimensions and Responsibilities:**
Task level: Significant
Organisational knowledge: Significant
Judgement: Significant
Operational context: University of Melbourne

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:**
- Development of the end-to-end finance business design relevant to the Specialist’s area of expertise, including documentation of processes including obtaining input and agreement from stakeholders as required.
- Support the Program’s planning and scheduling of implementation timelines and milestones using appropriate tools; track milestones and deliverables to ensure successful transitions.
- Provide leadership and guidance to other members of the finance project team.
- Identify and document business impacts as a result of change and share these impacts with key stakeholders.
- Supply source materials and reference items to assist with understanding and redefining processes and artefacts used in the Specialist’s area of expertise.
- Reinforce the implementation of reengineered processes into the business.
- Assist with knowledge exchange and transfer between the Program and the relevant areas of the business.
- Assist with the development of test scenarios to use in testing system configurations and process workflows.
• Participate in systems testing and review the test results to ensure that the system meets specifications
• Contribute content for Program documentation, including but not limited to system and training manuals and policies and procedures
• Support the OCM team with knowledge exchange and transfer between the Program and the relevant areas of the business

Selection Criteria:

Education/Qualifications
1. The appointee will have: tertiary qualifications (and/or postgraduate or professional level qualifications) in Finance, Accounting, IT or other relevant discipline, and/or an equivalent mix of education and relevant experience.

Knowledge and skills:
2. Demonstrated experience working in a cross-functional, organisational-wide impacting program.
3. Experience implementing and/or using Workday Financials is highly advantageous
4. Experience in the domain(s) of expertise in role at a similar size organisation.
5. Experience with the build, configuration and implementation of Finance systems
6. Highly evolved communication skills both written and verbal, coupled with critical thinking.
7. Excellent interpersonal skills, including ability to build strong relationships and work collaboratively with individuals internal and external to the University across all levels.
8. Excellent analytical, judgement and problem-solving skills
9. Proven capability to take ownership of tasks, identify solutions and propose a plan to remedy problems encountered.
10. Demonstrated ability to prioritise, manage and deliver competing tasks and projects.
11. Ability to leverage knowledge of Finance process to engage others across the University on the change journey.
12. Demonstrated experience in participating and leading continuous improvement and/or efficiency projects focusing on products, systems, operations, and processes.
13. Tertiary sector experience is highly advantageous.
**Attitude and behaviours:**

14. Demonstrate Business Services values by acting in the best interest of your employer; displaying service excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively, connecting with people and building relationships in your workplace.

15. Growth mindset, strong desire to learn and improve.

16. Desire to be part of a high performing team and willingness to collaborate with others.

17. Positive and solution orientated who leads by example. Not being content with the status quo.

18. Demonstrated ability to apply a University first lens to all tasks and responsibilities.

**Other job related information:**

**Commitment**

- Capacity to see the project through to completion, estimated to be complete in 2024.
- Ability to pivot to other finance functional capabilities depending on workload and priority of deadlines
- The time required from a Specialist will depend on the domain(s) of expertise and the stage of the project. In some cases, the requirement may be a full-time workload.
- The position and its responsibilities may require working over and above regular hours during peak times.

**Benefits**

- Opportunity to define the University’s finance practices to help take the organisation into the future
- Ability to expand your professional network by working with new colleagues across a range of functions
- Gain recognition as an expert in your field
- Learn new skills and develop professionally