# Position Description

## Finance Business Partner

**Position Number**
0051914

**Professional Classification**
UOM 8 - $115,137 - $124,622 per annum (pro rata for part-time)

**Superannuation**
Employer contribution of 17%

**Working Hours**
Full Time (1 FTE)

**Basis of Employment**
Continuing

**How to Apply**
Go to [http://about.unimelb.edu.au/careers](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**
Sarah Ross
Email s.ross@unimelb.edu.au

*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
ACKNOWLEDGEMENT OF COUNTRY

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

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 functions relating to the University’s finances, property, technology, legal and risk management, student and academic support, research and innovation services, operational performance, business services and sustainability.
The COO Portfolio is comprised of seven sub-portfolios:

- Business Services
- Chief Finance Officer Group
- Legal and Risk
- Office of the COO
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

**CHIEF FINANCIAL OFFICER GROUP**

The Chief Financial Officer (CFO) Group provides financial expertise and leadership to ensure the University remains financially sustainable in the short and long term. It does this by:

- Developing and implementing financial strategy;
- Allocating financial resources efficiently and effectively to strategic and operational goals;
- Monitoring, analysing and assessing financial and business performance and position;
- Highlighting risks and opportunities and recommending or implementing actions;
- Ensuring value for money in commercial dealings; and
- Ensuring compliance with relevant financial legislation and obligations.

**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 Finance Business partner is a highly interactive and visible role that partners with those with significant financial accountability within larger, more complex divisions (e.g. Department head) to support the achievement of strategic and operational goals.

Through an embedded business partnering model, the Finance Business Partner supports the business by managing financial performance, ensuring financial resources are allocated efficiently and effectively, providing financial insights and decision-making support.

**Reporting line:** Associate Director, Finance Business Partnering

No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: N/A

**Key Dimensions and Responsibilities:**

**Task level:** Moderate

**Organisational knowledge:** Significant

**Judgement:** Moderate

**Operational context:** Broad

**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/](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:**

**Finance Business Partnering**

Through an embedded business partnering model, the Finance Business Partner will:

- Be a highly credible and trusted financial advisor that upholds University Financial Strategy while supporting the priorities and needs of the Division.
- Ensure that financial resources are allocated efficiently and effectively in support of the strategic and operational goals of the Division.
• Monitor, analyse and assess the financial performance of the Division, highlighting risks and opportunities and recommend or implement actions where necessary.
• Be the first point of call for financial analysis, queries, development of new initiatives for divisional leadership.
• Establish and maintain effective working relationships with key internal stakeholders, in particular those with significant financial accountability within the business (e.g. School/Department head);
• Contribute to continuous improvement initiatives, including reporting, data gathering, value-added analysis and enhancement of existing processes.
• Work closely with other shared services areas such as Research, Innovation and Commercialisation (RIC) business partners, Business analysts and University Decision Support (UDS).

Financial Analysis and insights
• Monitor short term and long-term financial performance.
• Use data and metrics to provide timely, accurate and meaningful financial analysis and commentary that highlights drivers of performance, opportunities, risks and implications for the outlook period and recommends and implement solutions where relevant.
• Identify and communicate financial risks and opportunities to enable University and Divisional leadership to make sound business decisions.
• Inform the development and improvement of financial reporting frameworks that support strategic and operational needs and enable better business decisions.

Leadership and Collaboration
• Support the Senior Finance Business Partner(s) within the cluster.

Selection Criteria:

Education/Qualifications
1. Fully qualified Chartered Accountant (CA) or Certified Practising Accountant (CPA) or Chartered Institute of Management Accountants (CIMA); or
2. Graduate or postgraduate qualifications in Finance, Accounting or other relevant discipline, or an equivalent combination of tertiary qualifications and relevant experience.

Knowledge and skills:
3. Experience in a similar role in a similar sized organisation.
4. Demonstrated ability and passion to work closely with stakeholders to develop a deep understanding of the business you support.
5. Knowledge of financial planning and associated processes (e.g. budgeting, Forecasting) in complex environments.
6. High level of attention to detail, advanced analytical skills and ability to work in complex and faced paced environments.

7. Excellent written and verbal communication, including the ability to prepare clear, concise outputs from detailed financial analysis to enable informed decision-making.

8. Demonstrated ability of data visualisation and “story telling” techniques to distil complex numbers and findings into meaningful information

9. Good time management skills, ability to work independently and prioritise and deliver competing tasks.

10. Experience in and ability to identify and implement continuous improvement and efficiencies.

Desirable
1. Knowledge of the higher education sector
2. Knowledge of large financial planning tools such as Oracle, Hyperion or Workday Adaptive Planning.
3. Knowledge and experience in business intelligence tools such as MicroStrategy.

When appointing the applicant for this role, in addition to the above, the following attitudes and behaviours will be considered. This section does not need to be addressed when responding to selection criteria.

- Integrity, honesty, reliability and personal ownership
- Growth mindset, strong desire to learn and improve
- Respect for others and acceptance of diversity
- Desire to be part of a high performing team and willingness to collaborate with others
- Positive and solution orientated who leads by example. Not being content with the status quo.
- Demonstrated ability to apply a University first lens to all tasks and responsibilities

**Other job related information:**
The position and its responsibilities will likely require working over and above regular work hours in peak times.