



POSITION DESCRIPTION

Finance

Chief Operating Officer Portfolio

Finance Support and Advisory Analyst

POSITION NUMBER	0053732
CLASSIFICATION	UOM 7 - \$106,432- \$115,211 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Sabrina Terbah, Finance Support and Advisory Lead <i>Email</i> sabrina.terbah@unimelb.edu.au <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

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>

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.

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 financial planning and performance, and the management of its property and capital.

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

- Business Services
- Digital and Data
- Chief Financial Officer (see below for further detail)
- Legal and Risk
- Operational Performance Group
- Property
- Research, Innovation and Commercialisation
- Student and Scholarly Services

CFO 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 achieve 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

ABOUT THE ROLE

Background:

The University operates a shared services support model to consolidate common activities performed by multiple units into a single group to deliver them to the organisation. This model is designed to leverage economies of scale, enhancing our capacity to deliver continuous improvements and valued support services across the organisation.

Within the Chief Finance Officers Group, is a shared service, providing Finance Business Partnering Services and Management Accounting support across the University. Support is provided through an embedded shared service model, where staff are situated in the area they support, enabling staff to gain a deeper understanding of the area they support and build trusted business relationships.

Position Purpose:

As part of the Finance Support and Advisory team within the central Chancellery function, this position plays a pivotal role in supporting the embedded Finance Business Partners and Management Accountants who work within the clustered divisions.

The key focus areas for this role are to:

1. Perform established Finance Support and Advisory Team's business as usual "BAU" core management accounting activities.

2. Provide back-up support to clusters' by assisting with division specific "BAU" management accounting tasks through backfill in peak periods or to cover leave.
3. Finance transformation support – Assist with finance process improvement and business critical initiatives that will improve the way finance is delivered across the CFO group.
4. Embed new management accounting BAU activities and tasks that have transitioned from finance transformation projects into the Finance Support and Advisory Team.

Core Accountabilities:

Management Accounting Functions

This position will contribute to the integrity of financial data by investigating and resolving issues within financial data. Not afraid to get your hands dirty, you're renowned for being organised and efficient while managing a range of accounting tasks that will include:

- Prepare corporate and division level General Ledger journals (for example internal funding transfers, balance date adjustments) to ensure that accounting records accurately record financial arrangements.
- Contributing to the integrity of financial reporting by investigating and resolving issues within financial data.
- Support the governance process for maintaining Chart of Account/Foundation Data Model values in accordance with policies and guidelines set by the finance function.
- Process corrective actions in the source system or General Ledger such as journal transfers as required.
- Provide feedback to ensure continuous improvement of systems, processes and procedures to enable and improve university operations.
- Prepare and provide financial information for internal and external reviews to assist the University's meet its regulatory compliance requirements.
- Establish and maintain effective working relationships with key internal stakeholders, in particular Business Services who are responsible for transactional processing and Research, Innovation and Commercialisation (RIC) who provide financial administration for research projects.

Business Critical Improvement Initiatives

You will support the Finance Support and Advisory Lead on a range of initiatives that are critical to the efficiency and effectiveness of the finance business partnering and management accounting activities across the University. This will involve but not limited to:

- Undertake detailed data analysis to identify process improvement initiatives

- Assist with co-ordinating process improvement workshops and documenting outcomes of those workshops
- Create finance process mapping and workflow documentation
- Work collaboratively with divisions to define areas of process improvement opportunities and co-develop solutions that will challenge the status quo where necessary
- Assist with change management activities including drafting of communication plans and training materials
- Assist with the delivery of agreed improvement initiatives

Reporting line: Management Accounting Support Lead

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: N/A

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Moderate

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. OHS responsibilities applicable to positions are published at: <http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

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 relevant experience and education/training.

Knowledge and Skills:

3. Demonstrate COO 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
4. Experience in a similar role in a similar sized organisation.

5. Advanced Microsoft Office skills with a high-level of expertise in Excel, including proficiency in summarisation of large volumes of financial data.
6. Knowledge of large financial planning tools such as Oracle, Hyperion, Workday
7. Knowledge and experience in business intelligence tools such as MicroStrategy.
8. High level of attention to detail and ability to work in complex and faced paced environments including the capability to quickly get up to speed to build knowledge.
9. Good time management skills, ability to work independently and prioritise and deliver competing tasks.
10. Good communication skills, particularly in the form of well documented, clear and concise written financial procedures.
11. Proven written and verbal communication skills
12. Able to prepare clear and concise documents

Desirable

1. Knowledge of the higher education sector
2. Experience in and ability to identify and implement continuous improvement and efficiencies highly advantageous.

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 may require working over and above regular work hours in peak times.