



POSITION DESCRIPTION

Organisation Unit
Centre of Youth Mental Health

Finance Business Partner

POSITION NO	0063084
CLASSIFICATION	UOM8
SALARY	\$119,742 - \$129,607 p.a. (pro-rata on part time) Commensurate with skills and experience
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing (research contingent)
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	Courtney Waters Tel 0477 960 530 Courtney.waters@orygen.org.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

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.

Position Summary

The Finance Business Partner (FBP) will lead and manage the grants and contracts for the Centre Youth Mental Health (CYMH) that straddles both the University of Melbourne (UoM) and Orygen, partner with a range of stakeholders and manage all the related project costing, forecasting and budgeting.

Reporting to the Head of Financial Planning and Analysis this role will work closely with the broader Finance team to deliver the financial strategy and performance of the organisation, providing valuable insights to guide decision-making and support business growth.

1. Key Responsibilities

Grants and Contracts

- ▶ As the CYMH Agreement Administrator, the FBP will conduct below activities;
- ▶ Proactively manage a portfolio of complex and diverse grants and contracts, providing post-award administration and acting as a single point of contact for Chief Investigators (CI's) and project managers through the life of the award. This will include preparing, monitoring and updating budgets, interim and final cost claims, expenditure reports and, ensuring all reports and claims are submitted by partners on time, helping where required and distributing payments to partners
- ▶ Manage queries from Research Chief Investigators and Program Managers within 1-2 working days, resolving complex financial queries.
- ▶ Work with CI's and researchers to troubleshoot any issues or problems that arise in the management of research grants, including early identification of potential overspends and offering options to effectively manage this.
- ▶ Ensuring the Higher Education Research Data Collection (HERDC) is maximised when providing advice including ability to fulfil HERDC validation requirements.

- ▶ Regularly review HERDC systems/reports to ensure data integrity and liaise with key stakeholders in finalising the submission of annual returns.
- ▶ Prepare funder reports and review project acquittals.
- ▶ Ensure compliance for the organisation across Orygen and the UoM-CYMH policy, process and systems. Review and evaluate budget in applications for compliance with sponsor terms and conditions and internal policies on cash flow, indirect costs, infrastructure charges, foreign currency, unit cost rates, usage of consultants, etc.
- ▶ Data maintenance in Orygen systems such as Magiq and develop systems for tracking and reporting.
- ▶ Establish the signed contract and all other associated Multi Institutional Agreements (MIAs) and collaborator contract paperwork including Multi-year Purchase Order (MYPO) creation and release. Coordinate and action deliverables in both UoM and Orygen finance systems.
- ▶ In conjunction with the Financial Accounting team, provide support during external and internal audits to ensure all objectives are met.
- ▶ Provide costing for per-awards, project budget and upskill research team to use costing tools and comply with UoM and Orygen finance framework and policies.
- ▶ Manage and ensure reconciliations of international grants to budgets and forecasts, including Orygen mirror projects and monthly reconciliation of available funding (actuals, budgets, forecasts)
- ▶ Process subaward claims and shared grants in a timely and efficient manner in both UoM and Orygen systems.

Business Partnering

- ▶ Provide professional, business-focussed business partner services to designated groups including assisting Head of FPA.
- ▶ Assist the Head of FPA with consolidating research function financials across CYMH and Orygen.
- ▶ Assist with reconciling CYMH Operating such as HERDC/RBG Income, teaching income and salary recoveries accounts.
- ▶ Work closely across all levels of management within designated groups to provide budget/forecast development & tracking, management reporting & analysis, and commercial financial advice.
- ▶ Identify issues and challenges and develop initiatives, process improvements and solutions to support meeting these.
- ▶ Establish, maintain and grow connections across the central support teams, in particular, Business Partners, Accounts Receivable, Accounts Payable, PAFs, to solidify effective and efficient ways of working and deliver quality outcomes.
- ▶ Build and maintain strong relationships to gather information and track pipeline income and unfunded initiatives.

Project Costing, Forecasting and Budgeting

- ▶ Manage ongoing updates to confirm and maintain project budget/forecast for costing requests/journal reallocations and position management variations.
- ▶ Ensure the complexity of UoM Fellowship costing rules and Orygen COA rules are adhered to.

- ▶ Continuously review and improve costing and forecasting processes and systems to enhance accuracy and efficiency.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ **Relevant tertiary degree in accounting/finance with CA/CPA qualifications**
- ▶ **Experience managing grants and contracts in Not for Profit, Clinical and/or Higher Education settings.**
- ▶ **Extensive experience using analytical tools including Microsoft Excel, data warehouses, Power BI or similar.**
- ▶ **Extensive experience working in a business partnering capacity to deliver and outstanding user experience for clients.**
- ▶ **Ability to adapt, be open to new ideas, accept changes in priorities, recognise the merits of different options and change direction quickly.**
- ▶ Proven experience in influencing senior leaders with a proactive and collaborative approach.
- ▶ Extensive experience in the use of accounting systems (e.g., D365 Business Central, Oracle, Workday)
- ▶ Experience in forecasting, budget preparation, reporting and analysis of actual expenditure.
- ▶ Demonstrated ability to manage & improve complex workflows.
- ▶ Demonstrated ability to produce accurate reconciliations and financial reports.
- ▶ Competency in analysing financial data and communicating financial information.
- ▶ Ability to convey financial information to non-financial stakeholders.
- ▶ High level influencing and negotiating skills to steer decisions and actions to achieve a desired outcome.
- ▶ Sound judgement and capability to balance risk and commercial outcomes.
- ▶ Excellent organisational and coordination skills including the ability to prioritise workload and meet deadlines in a dynamic and fast-paced environment.
- ▶ A pro-active client service approach and demonstrated ability to maintain excellent client relations.
- ▶ Demonstrate initiative and undertake tasks independently.
- ▶ Excellent interpersonal and communication skills both written and verbal.
- ▶ Highly organised, demonstrates initiative and outcome focused.
- ▶ Flexible and adaptable to changing work requirements.
- ▶ Strong attention to detail.
- ▶ Excellent organisational skills with the ability to prioritise tasks whilst maintaining high levels of accuracy.
- ▶ Be a strong team player with the flexibility to step up and provide support where needed.

2.2 DESIRABLE

- ▶ Experience in research accounting or higher education institute settings.

2.3 OTHER JOB RELATED INFORMATION

- ▶ This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.
- ▶ Unrestricted right to live and work in Australia.
- ▶ A current National Police Check will be required.
- ▶ Successful applicants will be required to provide proof of COVID-19 vaccination prior to commencement.
- ▶ You may be required to work across more than one of Orygen's sites, which are currently located within the north and west of Melbourne.
- ▶ A current Victorian driver's licence (desirable)
- ▶ In line with government guidelines, this position may need to be based at home during certain periods. As such a reliable internet connection will be required.
- ▶ Occasional out of hours, evening and/or weekend work may be required.

3. *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.

4. Occupational Health and Safety (OHS)

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:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

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

5. Other Information

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

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

5.2 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- ▶ We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- ▶ We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- ▶ We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- ▶ We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial

sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.3 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>