

Rewarding careers at Melbourne

Candidate Information Pack



Chief Financial Officer (CFO)



THE UNIVERSITY OF
MELBOURNE

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.

In making this Acknowledgment of Country we commit to respectful and responsible conduct towards all others according to the Traditional lores of this land, particularly at times of formal ceremony.



The University of Melbourne

The University of Melbourne enjoys an outstanding reputation as one of the world's leading comprehensive research-intensive universities.

Melbourne competes on an international stage with the best institutions globally, and has an international outlook and reach to match.

With a rich history stretching over 160 years, the University of Melbourne also occupies a special place in the city. Since its founding in 1853, the University has been a public-spirited institution committed to making distinctive contributions to intellectual, cultural, social and economic life in the region and beyond. These values underpin the University's entire academic mission and shape operating practices, preparing engaged graduates and steering research that advances the world.

With a wide range of disciplines, the University of Melbourne currently educates over 60,000 students from over 130 countries. The University comprises nine faculties providing learning that stimulates, challenges and fulfils the potential of excellent students from around the world, leading to personal development, meaningful careers and profound contributions to society.

Melbourne's alumni network is significant and truly international, with representation from 160 countries. This international community includes former Prime Ministers, Nobel Laureates, and professional graduates from all walks of life, and is testament to the world-class education the University of Melbourne delivers.

The University employs approximately 9,000 staff including many renowned researchers and industry leaders who are internationally recognised at the highest levels. Some of our scholars and high achieving staff include Nobel Prize Laureate Professor Peter Doherty AC FRS, who co-discovered how the immune system recognises virus infected cells; Professor Hilary Charlesworth, a Melbourne Laureate Professor of Law who was elected in 2021 as a Judge of the International Court of Justice; and Ian Potter Chair of Zoology, Professor Marilyn Renfree AO FRS, who received the 2015 Eureka Prize for Outstanding Mentor of Young Researchers, and the 2019 Carl G. Hartmann Award from the Society for the Study of Reproduction for her pioneering research into mammalian reproduction.

The University of Melbourne is equivalent to a top 60 company on the Australian Securities Exchange (ASX), with revenue in excess of \$2.8bn, net assets exceeding \$6.6bn and has been consistently rated with a AA+ credit rating by Standard and Poors.



The University of Melbourne's Strategic Plan 2020 – 2030

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.



The position

Chief Operating Officer (COO) Portfolio

The COO Portfolio's aspiration is to deliver professional services and expertise commensurate with the University's global standing, supporting its core mission, ensuring operational sustainability and driving transformations to deliver the Advancing Melbourne Strategy.

It 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 and strategic planning & performance, business services, sustainability, and governance.

The COO Portfolio is comprised of nine sub-portfolios covering all areas of our operations. This has been established to drive service improvement and manage service delivery.

- Business Services
- Chief Financial Officer Group
- Corporate Development
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Strategy, Planning and Performance
- Student and Scholarly Services
- University Secretary

Chief Financial Officer Group (CFO Group)

The CFO Group's core objective is to ensure the University has the appropriate financial resources to deliver its core academic activities, achieve its strategic ambitions and be sustainable on an intergenerational basis. The Chief Financial Officer Group is comprised of seven sub-portfolios including:

- Accounting & Budgeting
- Financial Services
- Portfolio Management and Capital Investment
- Procurement Services
- Strategic Financial Initiatives
- Sustainability
- Treasury and Investments

The University of Melbourne as at 31 December 2023 had assets in the order of c.\$11.7 billion including c.\$6.0 billion of property related assets and c.\$4.5 billion short- and long-term financial assets, total liabilities of c.\$3.7 billion including borrowings of c.\$1.1 billion and total equity of c.\$8.0 billion, equivalent to the market capitalisation similar to ASX Top 100 companies such as GPT Group, Mirvac Group, TPG Telecom, JB Hi-Fi, Ampol, Orica, or Amcor.



Job description:

Key duties and responsibilities

Position No

0024104

Classification

Executive

Salary

Attractive remuneration package by negotiation.
Salary packaging options available.

Basis of employment

The appointment will be for a term of 5 years.

Working hours

Continuing

Reporting to the Vice President Administration & Finance and Chief Operating Officer (COO), the CFO is a member of the Executive Team, and a strategic partner ensuring the optimal development, management and use of financial resources to enable the achievement of the University's short- and long-term goals. The CFO is accountable for financial, procurement and sustainability strategy, planning, management and performance, and leads finance shared services.

The CFO is an influential and strategic position, a trusted partner and adviser to the business and a transformational leadership role that drives the finance strategy. In this role you will lead overall financial strategy, planning, management and performance to ensure the University has the appropriate financial resources to deliver its core academic activities, achieve its strategic ambitions and be financially sustainable on an intergenerational basis.

Key Job purpose and priorities

- Strategic Financial Planning and Sustainability: Develop and execute financial strategies and plans that drive financial performance and support the achievement of strategic objectives, ensuring the University's long-term sustainability. This includes integrating financial, environmental, and social considerations into decision-making processes to foster a holistic approach to sustainability.
- Evolve the operational culture to support service excellence, drawing on professional expertise adapting to the University context.
- Engage and support our people to thrive united by a common purpose.
- Strengthen international student diversification, bolstering the student experience and targeting recruitment growth.
- Progress workforce planning initiatives, embedding sustainable employment compliance through enhanced technology, practices and support.

Key Responsibilities

Required:

- Develop and execute financial strategies and plans that ensure financial performance and achievement of strategic objectives ensuring the Universities long-term sustainability while integrating financial, environmental, and social considerations into the decision-making processes.
- Develop and deliver financial management frameworks incorporating operating budget model, capital expenditure plan, cash flow requirements and balance sheet structure with the capability to monitor and report on financial performance and health.
- Lead transformation and innovation initiatives that enhance efficiency through process and technology improvements while fostering an environment that encourages innovation and informed risk-taking.
- Lead the use of financial analytics to provide insights supporting strategic planning and decision-making.
- Lead treasury activities (investments, debt, FX) and manage outsourced investment model optimizing financial outcomes and returns.
- Develop and embed procurement strategies and operations to optimize outcomes and efficiency ensuring policies and practices align with the strategic and operational goals and regulatory requirements.
- Lead and embed the Enterprise Portfolio Management Office (EPMO) program and project management, ensuring efficiency and alignment of investment with strategic objectives to drive overall organizational success while embedding continued maturity and adoption of the University's investment process.
- Develop and implement finance policies and standard across the University, compliance with internal and external regulations and guidelines.
- Manage key strategic external relationships with government entities, commercial partners, and financial institutions, representing the University in interactions with councils and committees.
- Develop and foster effective internal relationships across the University promoting financial and commercial understanding across the University.
- Collaborate across operational portfolios to solve complex challenges and promote synergy.
- Lead, coach and develop a high performing finance team fostering a culture of excellence, collaboration, and professional development.

Selection Criteria:

Education/Qualifications

1. The appointee will have: a tertiary degree in a relevant discipline and significant relevant experience or an equivalent combination of relevant experience and education/training.
2. Fully qualified Chartered Accountant (CA) or Certified Practising Accountant (CPA).

Knowledge and skills:

1. High level commercial business acumen.
2. Demonstrated experience in the successful development and implementation of strategic, project and financial strategies to deliver key organisational outcomes.
3. Demonstrated leadership capability and experience developing and implementing significant programs of transformation and change in a complex organisation, with the ability to convey and adapt complex concepts for diverse audiences.
4. Demonstrated high level knowledge of legislative, regulatory environment in relation to financial governance.
5. Outstanding leadership capabilities including demonstrated expertise in building high functioning collaborative teams reflecting a commitment to managing and developing staff to their full potential.
6. Outstanding interpersonal skills with the ability to build and establish strong relationships and work collaboratively with individuals internal and external to the University, across all levels to achieve whole of university outcomes.
7. Outstanding interpersonal skills with the ability to motivate, persuade, negotiate and develop strong working relationships with senior staff in across the University to achieve whole-of-university outcomes.
8. Demonstrated ability to exercise sound autonomous judgment and to initiate, independently formulate, develop, and implement new ideas.

Desirable

9. Knowledge of the higher education sector.
10. Knowledge of financial investments including outsourced funds management model.
11. Experience developing and implementing enterprise system and process changes.

Other job related information:

- No. of direct reports: 7.
- No. of indirect reports: 201 to 300.
- Direct (operating) budget accountability: \$25 million.
- Project (capital) budget accountability: Varies year on year with no less than \$200m+ at any one time.
- Role location: this role will be based at the University of Melbourne's main campus at Parkville in Melbourne.
- Operational requirements of the division / function may influence approval of annual leave.
- 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.

Working at the University of Melbourne

Our University

The University of Melbourne is a friendly, diverse community of students, academics and staff. We are world-renowned for the excellence of our research and for the warmth of our community. Established in 1853, we are a global leader in higher education and bring together the world's best minds to solve globally significant problems.

Our vision is to equip our students with a distinctive, future-facing education personalised around their ambitions and needs, enriched by global perspectives and embedded in a richly collaborative research culture.

Information about our strategic direction, Advancing Melbourne 2020 – 2030, can be found at: about.unimelb.edu.au/strategy/advancing-melbourne.

Our city

Melbourne is the capital city of Victoria and is the second largest city in Australia with a population of more than 5 million people. The Economist Intelligence Unit has rated Melbourne one of the world's most liveable cities based on its education, entertainment, health care, research and development, tourism and sport.

The City of Melbourne municipality, in which the University's main Parkville campus is based, covers 37.7 km² and has a population of more than 159,000 people. It includes the city centre and a number of attractive inner suburbs with thriving communities and businesses.

The City of Melbourne is recognised as Australia's cultural capital with a number of world-class galleries and museums, internationally renowned food and wine regions, and an impressive year-round calendar of events catering for all tastes.

Parkville campus

The Parkville campus provides easy access to cafes, shops and services, libraries with extensive collections, and cultural and sporting facilities. Nearby Lygon Street is home to a huge variety of restaurants and shops while the northern end of the University is adjacent to the popular Princes Park, hosting a range of outdoor activities.

The University is accessible by car, tram and train, with a new on-campus train station (Parkville) currently being built and expected to open in 2025.



Our benefits are above and beyond

The University is committed to providing an intellectually stimulating and personally rewarding workplace that attracts people who are the best in their professional, academic and teaching fields.

Outstanding academic staff are at the heart of the University's teaching, research and engagement endeavours. The University is proud of its many staff who have been recognised through prestigious national and international awards and membership of Australia's learned Academies.

The Benefits

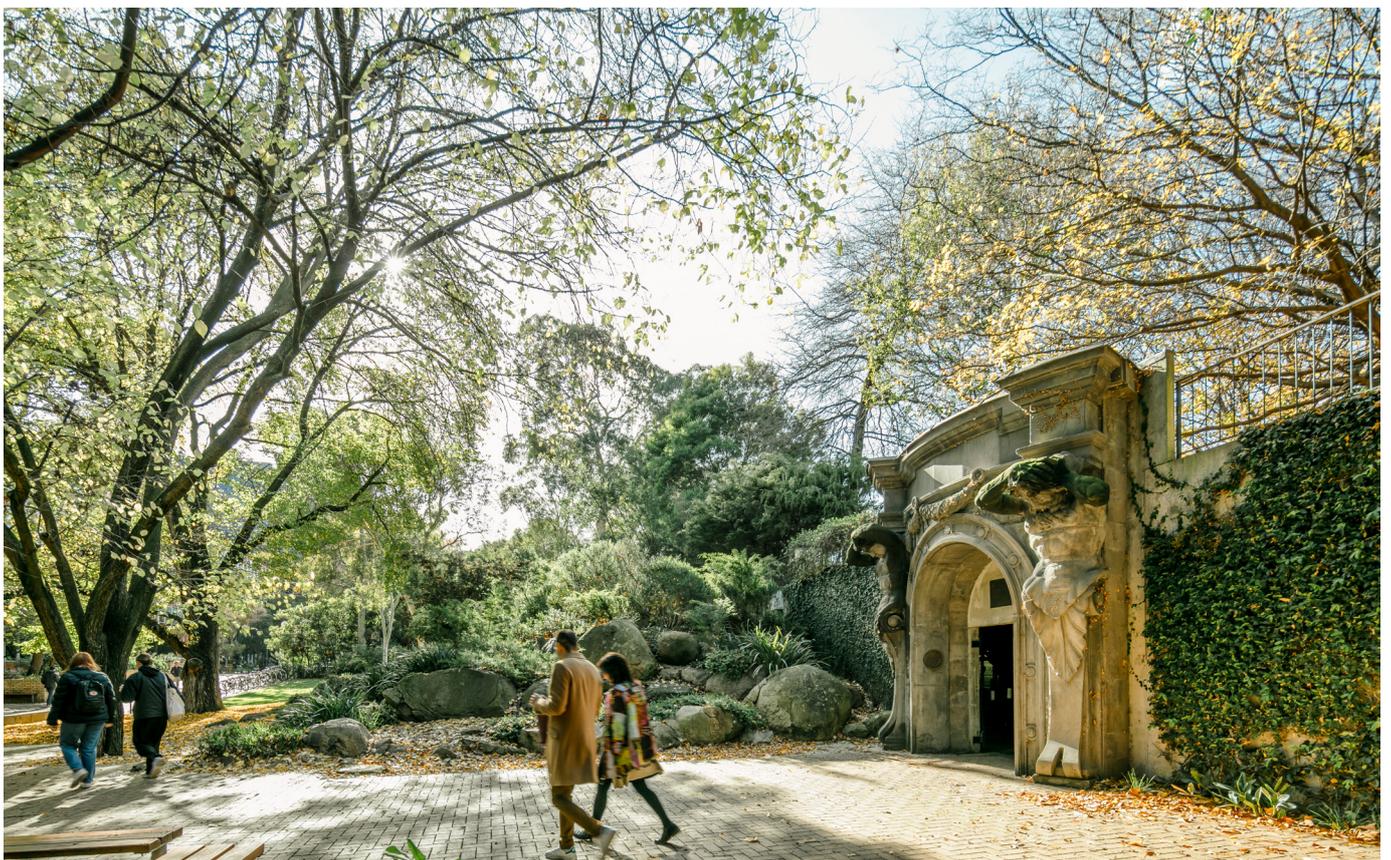
The University offers staff more than just a job – it offers them an opportunity to be part of a dynamic world-class organisation which provides its staff with exceptional benefits and support at every stage of their life and career:

- Working in a culturally inclusive environment
- Engaging in an active and vibrant campus life
- A focus on health and wellbeing
- Outstanding staff benefits in addition to competitive salary packages

Staff benefits on offer at the University include the opportunity to salary package a range of expenses from childcare and additional superannuation to subscriptions to the Melbourne Theatre Company. Benefits can be tailored to best suit individual needs and circumstances, including generous relocation support.

University course fees can also be salary packaged and come at a 25 per cent discount for staff and their immediate families.

The University also offers a family friendly environment for individuals that need increased flexibility, providing generous leave and working conditions. The University has been recognised as an employer of choice for women and is one of 40 organisations to participate in the Science in Australia Gender Equity (SAGE) pilot program of Athena SWAN in Australia.



Equal opportunity, diversity and inclusion

The University of Melbourne 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. This commitment is set out in the University's Diversity and Inclusion Strategy 2030 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 differences in our 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. This will help 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 the University's Advancing Melbourne strategy.



How to Apply

To apply, please submit a cover letter and your resume (in Microsoft Word format) to www.shk.com.au/uom/cfo

We have engaged SHK Asia Pacific as our sourcing and selection partner on this role.

For more information, please contact Andrea Ogden on +61 448 008 630 or andrea.ogden@shk.com.au, and Tim Morden on tim.morden@shk.com.au (Please do not send your application to this email)

Thank you
for your
consideration



THE UNIVERSITY OF
MELBOURNE

UniMelb on-demand



Get to know us better
in your own time