

Position Description



Position title:	Manager, Financial Planning and Analysis
School/Directorate/VCO:	Finance
Campus:	Berwick or Ballarat Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 9 range
Time fraction:	Full-time
Employment mode:	Fixed-term appointment for three years
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Prakash Subramanian, Associate Director, Financial Planning and Business Analytics Telephone: (03) 4313 7921 Email: p.subramanian@federation.edu.au
Recruitment number:	850674

Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

Portfolio

The Finance team is an integral part of the business strategy and decision-making process focusing efforts in delivering strategic and operational support to the programs and services.

Finance values have been developed to align to those traits inherent in a modern high performing team. The team has a diverse range of functions which ultimately support the core academic delivery. It is important that the right skills and behaviours within the Finance Directorate are inherent to drive success.

The following values are encouraged and evident in Finance Directorate, Collaborative, Accountable, Proactive, Enterprising, and Respectful.

Position summary

The Manager, Financial Planning and Analysis (Manager) will perform a vital support role to the Associate Director, Strategic Finance and Analysis and ensure that the Financial Planning and Analysis (FP&A) team meet its responsibilities to ensure sound financial management, quality business partnering services and the provision of strategic advice across Federation University Australia.

The Manager will lead a small team of Finance Partners in the FP&A team and be a trusted key adviser to budget holders in managing resources to drive optimal operational performance, as well as being responsible for the consolidation of the university's student load planning function.

The Manager will be responsible for delivering high-quality tailored financial reports and support key business activities to deliver commercial outcomes.

Key responsibilities

1. Provide reports, insights, analysis and advice to the Finance Leadership Team and Vice Chancellors Senior Leadership Team (VCST) to drive optimal financial decision making, and also assist the University Council and its committees through tailor-made, fit-for-purpose reporting.
2. Significantly contribute to the development of the University's medium-term financial strategy, including developing annual budgets and accurate forecasts in accordance with deadlines, and identify risks and mitigations.
3. Oversee the student load planning process, ensuring that accurate load plans are developed in conjunction with the academic schools as well as developing a monitoring process and supporting senior management with timely analysis when required.
4. Manage high level relationships with key University stakeholders to ensure that they receive expert and reliable advice which is aligned to the strategic objectives of the University.
5. Develop a detailed understanding of the operating environment of the University and the sector as whole, statutory obligations of the University, and develop an in-depth understanding of internal financial policy and procedures.
6. Apply thorough attention to detail to ensure accurate and high-quality analysis of data and presentation of information to the stakeholders.
7. Lead, motivate, and develop the team members to ensure the provision of high-quality financial advice and services throughout the University.
8. Develop complex financial costing models to understand the true delivery cost of each portfolio within the University as well as costing of new programs to ensure efficient utilisation of University's resources.
9. Significant involvement and support the Functional Finance Lead in complex/large scale System Implementation (ERP) and improvement projects, contributing to the design of a simplistic, efficient and powerful tool, aiming to minimise transactional processes and enhance end user experience.
10. Regularly review the FP&A team procedures and practices to drive continuous improvement in delivering quality output and meet broader team goals.
11. Promote a cost-conscious culture and value for money decision making processes to drive best outcomes from the usage of University assets.
12. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.

13. Undertake the responsibilities of the position adhering to:

- The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
- Equal Opportunity and anti-discrimination legislation and requirements;
- the requirements for the inclusion of people with disabilities in work and study;
- Occupational Health and Safety (OH&S) legislation and requirements; and
- Public Records Office of Victoria (PROV) legislation.

Level of supervision and responsibility

The position requires a high level of independence, and will be required to have considerable initiative, including working with and providing advice to staff at senior levels. The Manager will have the capability and experience to interpret and address diverse and complex problems and keep up to date of government policy, understanding the political environment and how it may impact the University.

The Manager will be expected to demonstrate significant skills in business judgement, strategic agility, and business acumen. The position will be expected to lead the development and implementation of best practice solutions, and modify and introduce innovation into processes, as part of the University's short, medium- and long-term financial strategy and as required by the University's changing operating environment.

Training and qualifications

Postgraduate qualifications and extensive relevant experience in a financial management role with responsibility for the financial planning and budgeting function in a large, complex organisation. In addition, proven experience in managing professional staff, large annual budgets, projects and other resources is required. Membership of a professional association such as CPA, ICA or equivalent is also required.

Position and Organisational relationships

The Manager will report to the Associate Director, Strategic Finance and Analysis, and will be required to work under broad direction, operating with a considerable degree of autonomy.

The Manager will be required to work closely with the senior management team and all Deans and Directors of Schools, Centre's and Directorates across the University.

Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

1. Postgraduate qualifications in Accounting or Finance, or Business Discipline and extensive relevant experience or extensive management experience and proven management expertise or equivalent combination of relevant experience and/or education/training.
2. Membership of a professional association such as CPA, ICA or equivalent is essential.
3. Demonstrated ability to conceptualise and develop financial strategic plans, implement and manage operational plans, and the capacity to lead others in business and financial planning processes.
4. Demonstrated experience and proven expertise in financial planning in a business context, management accounting, business partnering, forecasting and the ability to manage complex financial projects and achieve outcomes within agreed timeframes and budget.
5. Demonstrate an understanding of the university sector, particularly what issues the university may be facing in the medium term
6. Advanced analytical and problem-solving skills, including the demonstrated ability to analyse complex problems, develop innovative solutions and lead the implementation of these in a challenging environment.
7. Demonstrated ability to work independently and collaboratively with a diverse range of internal and external stakeholders, including the capacity to influence others and negotiate win-win outcomes for all parties.
8. Demonstrated ability to lead, motivate, develop and communicate with high performing team to achieve organisational outcomes in a complex and competitive environment.

9. Desirable to demonstrate experience in a large-scale system implementation and improvements projects with the ability to work and maintain positive relationship within a cross-functional team.
10. Demonstrated alignment with the University's commitment to child safety.

The University reserves the right to invite applications and to make no appointment.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.