RESEARCH & REVENUE ACCOUNTING SERVICES MANAGER

DEPARTMENT/UNIT: Research and Revenue Accounting Services

FACULTY/DIVISION: Office of Senior Vice President Finance and CFO

CLASSIFICATION: HEW Level 9

WORK LOCATION: Clayton campus

ORGANISATIONAL CONTEXT

There’s a certain feeling you get from working at Monash University. It’s the feeling that you’re a part of something special. Something significant. And that’s because you’re not just starting your career, or taking on a bigger challenge. You’re making a real contribution — surrounded by energetic, inspiring people who are driven to make a difference as well. Monash is a place where you’ll be able to develop your career in exciting, sometimes unexpected ways – putting you in the best possible position for a rewarding future. Discover more at www.monash.edu.

The Office of the Senior Vice-President Finance and Chief Financial Officer is one of the professional services portfolios supporting the University’s core businesses of education and research. We provide best practice financial advice and services to the University. These include financial accounting, taxation, budgeting and reporting, procurement to payments, research and revenue accounting, business strategy, the University’s banking relationships, investment funds and borrowings and the management of major projects with complex financial and legal dimensions. For more information on the work we do, please visit our website.

Research and Revenue Accounting Services (R&R) provides financial services to researchers and project managers by supporting project costing and providing financial advice across the duration of projects. We also assist in managing grant and contract revenues. We provide services in Corporate Receivables, Bank Reconciliation and Research Accounting Services. For more information about us, please visit our website.

POSITION PURPOSE

The R&R Accounting Services Manager is a critical role providing leadership and management on the full range of R&R accounting services to the Clayton based faculties. Working with a great deal of autonomy, the position provides expert advice and services to various stakeholders in relation to financial planning and management of research grants, and provides high-level analysis and solutions to ensure service provision meets requirements.

The role will provide high level contributions to the operational planning and business improvements for the broader Research and Revenue Accounting Services Hubs. When required, the R&R Accounting Services Manager will act in the position of the Lead, Finance Business Partnering (Research and External Funding) and will be required to attend university and Finance senior management meetings acting in this capacity.
Managing the delivery of R&R Accounting Services may include activities such as strategic planning, developing operational framework(s), supporting researchers in evaluating potential new research proposals and funding partners, managing the preparation of annual budgets, undertaking complex budget analyses and investigations, monitoring performance against forecasts, overseeing financial reporting for research groups, establishing Key Performance Indicators and working with staff and clients to identify and resolve complex issues.

**Reporting Line:** The position reports to the Lead, Finance Business Partnering (Research and External Funding) under broad direction, operating with a considerable degree of autonomy

**Supervisory Responsibilities:** The position supervises a team of approximately 15 staff comprising of Finance Business Partners, Management Accountants and Accounting Officers predominately based at Clayton but some are located across multiple locations

**Budget Responsibilities:** Not applicable

**Financial Delegation:** Yes, in line with Key Responsibilities

### KEY RESPONSIBILITIES

1. Lead and manage the delivery of R&R Accounting services, according to best practice, service level agreements and Key Performance Indicators (KPIs)

2. Manage and lead a team of service-oriented accounting professionals, including planning and allocating staff resources, developing, coaching and mentoring employees, and managing performance to deliver service outcomes and continuous improvements

3. Represent R&R in the management of Clayton based Faculties while overseeing the financial management of research grants and contracts

4. Undertake and oversee budget and management reporting responsibilities for research grants/contracts

5. Identify issues/risks, undertake research, develop options and provide practical advice to management and clients on highly complex R&R accounting matters

6. Prepare financial reports, briefs and other documentation to track financial performance and support decision-making and on complex and sensitive financial management issues

7. Contribute to and initiate the planning, management and effective implementation of continuous improvement activities relating to R&R accounting practices and procedures

8. Contribute knowledge and expertise towards a range of processes such as governance, probity, policy development, management decision-making, change management, business planning and performance delivery/improvements towards the achievement of best practice R&R accounting services

9. Build and sustain professional networks and high level relationships with an extensive network of relevant university staff, colleagues, clients and stakeholders, including stakeholders and senior management within partner health services and funding bodies, and use these to facilitate cooperation and deliver services aligned with client needs

10. Exercise strong budget management for the project(s) managed to a value of $10,000
KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - Postgraduate qualifications in business or accounting, with current CA/CPA accreditation and extensive, relevant experience; or
   - extensive management experience and proven management expertise; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Demonstrated experience and knowledge of financial and management accounting concepts and practices
3. Extensive experience in the management, coordination and control of complex accounting processes in a complex environment
4. Demonstrated experience in leading, motivating and developing a client service team to deliver high levels of service
5. A proven record of delivering exceptional levels of customer service and continuous improvements
6. Outstanding communication skills with the ability to interact, influence and negotiate at senior levels, and to provide authoritative advice and effectively communicate complex information to individuals with varying levels of financial literacy
7. Outstanding research, analytical, conceptual and problem solving skills
8. Excellent planning and organisational skills, including the ability to prioritise multiple tasks and meet deadlines
9. Excellent computer literacy, including experience using SAP or a similar financial management system for financial data analysis
10. Experience working as part of a management team, contributing to setting strategic direction, undertaking strategic planning and implementing initiatives to deliver on objectives
11. A working knowledge of GST applying to a R&R accounting function

OTHER JOB RELATED INFORMATION

- A current satisfactory National Police Records Check will be required
- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationship.