

Position Description

Finance Manager - AP/AR

Position No:	50143162
Business Unit:	Chief Operating Officer
Division:	Finance, Procurement and Data Analytics
Department:	Business Support Services
Classification Level:	HEO9
Employment Type:	Full-Time, Continuing
Campus Location:	Location Independent
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context/Purpose

The Finance, Procurement and Data Analytics Division strives to be a proactive enabler of robust financial oversight and leadership to strengthen La Trobe University's immediate and long term capacity to achieve its vision and objectives. This position will assist the Division to progress the three core responsibilities of "Client Relationship, Custodianship and Compliance" pursuit of this aim.

Reporting to the Senior Manager, Business Support Services, this position is a strategic position responsible for delivering a Centralised Framework and reporting for the Accounts Receivable/Accounts Payable areas of the University. In addition to this, the role is a pivotal support role to the Senior Manager, Business Support Services enabling the drive towards automation and continual process improvement.

Duties at this level will include:

- Conceptualise, develop and review major policies, objectives, programs or strategies involving high level liaison with internal and external stakeholders, including framing relevant internal consultation and negotiation strategies.
- Responsible for program development and implementation.
- Provide strategic support and advice to schools or divisions requiring integration of a range of internal and external policies and demands, and an ability to achieve objectives operating within complex organisation structures.
- Have independence in the allocation of resources within constraints established by senior management. Performs high level creative, planning and management functions.
- Identify trends, strengths, weaknesses, opportunities and risks in professional area of responsibility that may have an impact on the University to enable appropriate and timely action to be administered, reporting where appropriate.
- Substantial management responsibility, usually for a diverse set of functions, including responsibility for allocate resources, setting and reviewing longer term performance criteria and objectives.
- Develop and enable the capability of staff within the work area by monitoring and continuously managing their performance and mentor them to better meet current and future role requirements. In doing this, provide staff with constructive feedback and support for high quality performance contributions.
- Manage the University's centralised Accounts Payable and Receivable function by motivating and empowering a team of professional staff to raise their performance through a healthy and positive work culture.
- Provide high level leadership, technical expertise, support and development of staff, whilst driving accountability. Ensure work is fairly distributed throughout the team and organised across the various platforms (ServiceNow, Mailboxes, Telephone Help Desk, ERP)
- Maintain accurate vendor reconciliations and bank reconciliations.
- Work collaboratively with peers to support senior management and the wider organisation.
- Provide concise, accurate, and timely reporting and analysis as and when required.
- Ongoing development and maintenance of current systems in area of accountability to ensure robust processes and compliance.
- Develop, implement and maintain appropriate frameworks, policies and procedures to ensure integrity is maintained, including the updating of relevant Knowledge Articles.
- Other duties, as required from time to time, commensurate with the level of the role.

Essential Criteria

Skills and knowledge required for the position

- A degree, extensive management expertise and supporting experience, or postgraduate qualifications and extensive relevant experience, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated ability to develop and implement innovative policies and practices in pursuit of continuous improvement.
- Demonstrated ability to establish and maintain sound working relationships internally and externally and to communicate effectively on a range of sensitive and complex issues.
- Demonstrated ability to operate effectively in a complex and political environment and balance a range of priorities and expectations.
- Proven record of developing innovative solutions and practical implementations for strategic change.
- Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.
- Demonstrated experience working with and influencing senior management.
- Demonstrated experience managing and controlling budgets/resources/funding and an understanding of financial management procedures.
- Proven experience and success in managing staff performance and development.
- Extensive experience with debt management and collection within complex organisation structures.
- Excellent interpersonal skills, including the ability to engage effectively with multiple stakeholders with proven ability to influence decision making and implement change in a complex organisation.
- Demonstrated ability to provide effective leadership and supervision to staff including: setting team direction, monitoring and managing workflows, providing feedback, managing staff performance.
- Advanced Microsoft Office Suite skills with particular proficiency in Excel.
- A demonstrated ability to contribute to strategic, operational planning and successfully manage a broad range of business and operational improvement projects.
- Ability to develop innovative methodologies or take a leading role in the application of proven techniques involving considerable theoretical and technical sophistication.
- Demonstrated high level of self-motivation and personal management skills.

Desirable

- Experience in the Tertiary Education Sector.
- Experience with SAP.
- Membership of Certified Practising Accountant (CPA); or Institute of Chartered Accountants in Australia (ICAA); or equivalent.

Capabilities required to be successful in the position

- Demonstrated commitment to reflective practice and self-development, identifying and challenging own biases, responding to others with empathy and evaluating the way own behaviour impacts team culture and performance.
- Ability to work collaboratively across functions, tailor communication in a way that is meaningful to the audience and contribute to a safe, inclusive, high-performing culture – consistently modelling accountability, connectedness, innovation and care.
- Ability to inspire and motivate others towards shared objectives, actively facilitate communication and two-way feedback across the University and create a safe, inclusive, high-performing team culture – consistently modelling and enabling accountability, connection, innovation and care.

- Demonstrated creative, critical and systems thinking, ability to promote a culture of innovation within local area, enabling staff members to evaluate current work practices and identify solutions to local and organisational problems.
- Ability to operationalise strategy, adapt quickly to disruption and successfully lead people through change – building a culture in which staff members actively contribute to the improvement of local and organisational practice.

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:



We are accountable

We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.



We are connected

We connect to the world outside – the students and communities we serve, both locally and globally



We are innovative

We tackle the big issues of our time to transform the lives of our students and society.



We care

We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities

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Initials: Date: