POSITION DESCRIPTION

Position Title: Associate Director, Financial Planning and Analysis
Organisation Unit: Finance and Business Services
Position Number: 3023582
Type of Employment: Fixed-term
Classification: HEW Level 10

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11 billion+.

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

UQ Finance is responsible for the enabling achievement of the University’s strategic ambitions by securing UQ’s financial future through expert advice, systems and support. In delivering on this, the Finance function will value professionalism and accountability. Our approach is to treat everyone with respect and to work collaboratively to deliver excellent service.

The key specialist service areas of Finance are:
- Corporate Finance
- Financial Planning and Analysis
- Procurement
- Financial Operations including Financial Systems, Client Support Services, Insurance
- Professional Services teams - Advisory and Transactional Services

Finance at UQ operates within a devolved environment with Finance staff located in Professional Services teams in Faculties, Research Institutes and Central Divisions supported by Finance specialist service teams. This role leads the Financial Planning and Analysis function.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

DUTY STATEMENT

Primary Purpose of Position

This role leads UQ’s Financial Planning & Analysis team. The team is responsible for establishing and communicating meaningful insights into the financial performance of the University thereby aiding management in their allocation of resources to achieve UQ’s strategic objectives.

The position is a senior leadership role within UQ Finance and is expected to significantly contribute to the strategic direction of the function and the culture within it.

Ultimately the role is to drive financial excellence via its specialised experts improving visibility into key metrics and expense management.
Duties

Duties and responsibilities include, but are not limited to:

- Business performance insight – establishing and monitoring the appropriate metrics to measure the financial efficiency and effectiveness of operating units. This will include industry analysis, for example, Cost of Teaching, UniForum, etc. The team needs to leverage available data to draw out insights, not simply provide the data.

- Thought leadership – FPA acts as a thought partner for management. It should be challenging financial thinking and asking the right questions in a clear and constructive way.

- Proactivity – FPA is constantly looking for significant performance insights and effectively communicating these to management. The function should not be waiting for management to ask the important questions.

- Strategic resource allocation – FPA leads the University’s budget and forecasting process and outputs. Reporting is not limited to financial results, but references returns (e.g. academic / research outcomes) on financial investments.

- Establishing standard financial reporting – working closely with Finance’s Professional Services Teams, FPA helps design and interpret regular reporting which is consistent in its presentation, efficient in its production and meaningful in the insights it provides.

- Overseeing financial reporting infrastructure – FPA is responsible for the platforms that collect and report financial information (e.g. the general ledger, chart of accounts, budget and forecast platforms, etc) and ensuring they are working at intended. This responsibility includes overseeing the education campaigns to of platform users.

- Team Leadership – the role to ensure the FPA team is sufficiently skilled and motivated to perform at a consistently high standard.

- Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  - the University’s Code of Conduct
  - requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School
  - the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
  - requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships

The position reports to the Chief Financial Officer.
SELECTION CRITERIA

- Postgraduate qualifications with no less than ten years’ experience working in a predominately Management Accounting role (or a proven demonstrable ability to perform at this level if less than 10 years’ experience), using knowledge, understanding and insight to make sound decisions in the context of the company’s business

- Proven ability to accurately generate analysis with attention to detail from business data while evaluating alternative financial scenarios and results

- In-depth understanding and experience leveraging concepts, tools and techniques to communicate effectively, both orally and in writing

- Ability to drive actions, behaviours, decisions and business outcomes by establishing support and commitment from others through the use of your ability to negotiate and build productive client relationships with diverse stakeholders

- Ability to grasp new concepts, acquire new ways of seeing things, revise ways of thinking and adapt to changing environments and experience implementing these in a large and complex organisation

- Ability to inspire and motivate a team resulting in a high level of commitment and performance, operating within very tight schedules and deadlines on a consistent basis to deliver successful outcomes

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au.