Position Description

Title: Finance Manager

HEW Level: HEW 9

Faculty/Office: Finance

Department/Team: Management Accounting

Position Number: 

Date: 

Position Purpose: To manage the financial operations within the Information Technology Office.

ORGANISATIONAL CONTEXT

The Finance function provides Financial Services to support the University mission of teaching and research.

These services include Financial Reporting to the University Executive, Council and stakeholders both in respect to statutory requirements and project reporting as well as preparation and monitoring of budgets in consultation with the University’s Faculties and Offices. Finance is responsible for the payment of invoices and staff claims, monitoring of credit cards, insurance, tax obligations and asset management. The function is also responsible for the timely collection of University revenue including, Government grants, trade debtors and student fees and acts as the public face of the University during the enrolment process.

Additionally, Finance maintains and enhances the University’s Financial systems and the interfaces to these systems from other University Information systems.

The function has responsibility for the expenditure of University funds and ensures that this expenditure meets the standards of public accountability imposed by statute, various contracts and University policy.

ORGANISATION CHART

Chief Financial Officer

Director Planning & Performance

Financial Planning & Analysis Manager

Senior Finance Manager - Offices

Head of Management Accounting

Systems Manager

Finance Coordinators X 3

Finance Manager X 1

Finance Coordinator X 1

Finance Officer X 1

Finance Manager X 1

Finance Coordinator X 1

Finance Officer X 1

Finance Manager X 1

Finance Coordinator X 1

Finance Officer X 1

Finance Coordinator X 1

Finance Officer X 1

Finance Officer X 1

Finance Officer X 1

Finance Officer X 1

Finance Officer X 1

Finance Officer X 1

Finance Officer X 1
**KEY ACCOUNTABILITIES**

- Manage the day to day financial operations for the Information Technology (IT) Office relating to monitoring overall expenditure including IT project costs and software and hardware maintenance costs and contractor costs identifying causes for variation against budgeted results, reporting variances to appropriate managers and making recommendations to IT Executive to manage any problem areas.
- Participate in and advise on strategic planning associated with Information Technology Office budget activities.
- Support IT management in preparing budgets and forecasts including budgets and forecasts for software and hardware maintenance and IT projects. Upon completion of budgets and forecasting providing monitoring and tracking against these benchmarks.
- Provide financial planning advice and guidance to Office/Faculty stakeholders.
- Provide guidance and advice and contribute to the development of business cases to support new IT initiatives and IT projects.
- Manage and coach the Finance Coordinator and the two Finance Officers.
- Drive a customer service culture throughout the Finance team.
- Ensure staff understand and comply with the University’s financial policies and procedures.
- Comply with Public Finance, Audit and other related acts.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and as appropriate for the HEW level of this role.

**POSITION CONTEXT**

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Senior Finance Manager - Offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>3</td>
</tr>
</tbody>
</table>

**Key Direct Clients:**

- Executive
- Chief Information Officer, Directors and Senior Managers within IT
- Particular staff members in other offices or departments
- Other external contacts

**Other Key Relationships:**

- Particular staff members in other offices or departments
- Other staff members in own office or department
- Immediate team members

**Budget Accountability:**

- Role-specific Conditions: Criminal check

**Scope and autonomy**

- Develops and/or modifies organisation wide policies or manages specialised projects which require a high level of interpretation and subject matter expertise.

**Problem solving**

- Regularly develops and/or modifies organisation wide policies to identify, develop and implement new initiatives, processes and programs which impact at a University wide level or within an area of specialisation.
<table>
<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Influencing and Persuading:</strong> Building commitment by convincing others and winning them over to a particular point of view.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
</tr>
<tr>
<td><strong>Implementing Systems:</strong> Adopting a systematic and organised approach, and developing and utilising guidelines and procedures.</td>
<td><strong>Assertiveness:</strong> Being willing to openly express ideas and opinions and justify these when questioned.</td>
</tr>
<tr>
<td><strong>Setting Expectations:</strong> Stating clearly what is expected from others, clearly expressing ideas, and maintaining a precise and constant flow of information.</td>
<td><strong>Interpersonal Impact:</strong> Making a positive impression on others in a range of interpersonal contexts.</td>
</tr>
<tr>
<td><strong>Tracking Performance:</strong> Taking nothing for granted and persistently monitoring the progress of activities to ensure they are completed on time.</td>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</td>
</tr>
<tr>
<td><strong>Giving Feedback:</strong> Letting others know in a respectful, supportive and straightforward manner what is expected of them, how they have performed and if they have met needs and expectations.</td>
<td><strong>Accountability:</strong> Assuming responsibility for making decisions and delivering agreed outcomes.</td>
</tr>
<tr>
<td><strong>Delivering Outcomes:</strong> Holding high expectations for and pushing self and others to achieve at high levels.</td>
<td><strong>Integrity:</strong> Maintaining confidentiality, discretion and professionalism.</td>
</tr>
<tr>
<td>REQUIRED KNOWLEDGE</td>
<td>KEY EXPERIENCES</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td><strong>Qualifications, technical and/or professional skills and information needed from day one for successful performance.</strong></td>
<td><strong>Practical experiences and exposure to specific environment or activities related to successful performance.</strong></td>
</tr>
<tr>
<td>Degree in Finance/Accounting or related discipline.</td>
<td>Extensive IT financial management experience including:</td>
</tr>
<tr>
<td>CPA qualification or international equivalent</td>
<td>• development of IT project budgets, and project cost management &amp; reporting and</td>
</tr>
<tr>
<td>Knowledge of core financial functions including financial planning/management develop and manage budgets and ability develop business cases and financial modelling and analysis methodologies and approaches.</td>
<td>• development of software licence &amp; maintenance and hardware maintenance budgets, monitoring these costs and reporting</td>
</tr>
<tr>
<td>Computer skills including ERP systems, Financial management &amp; Reporting Tools, Microsoft Office and Internet.</td>
<td>Preparing forecast and budgets and monitoring and tracking performance against those benchmarks.</td>
</tr>
<tr>
<td><strong>ACQUIRED KNOWLEDGE</strong></td>
<td>Providing management reporting.</td>
</tr>
<tr>
<td><strong>Organisational and/or professional skills and information to be developed within the first 3 to 6 months for successful performance.</strong></td>
<td>Providing financial planning guidance, advice and decision support to senior stakeholders.</td>
</tr>
<tr>
<td>Knowledge of the faculty/office’s functions and structure.</td>
<td>Managing a team.</td>
</tr>
<tr>
<td>Knowledge of the faculty/office’s policies, systems, processes and procedures.</td>
<td>Stakeholder engagement including building and managing relationships.</td>
</tr>
<tr>
<td>Understanding the external market context relevant to their areas of expertise/specialisation.</td>
<td></td>
</tr>
<tr>
<td>Knowledge of how the University works and how relevant functions across the University interrelate.</td>
<td></td>
</tr>
</tbody>
</table>