Position Description

Title: Faculty Finance Manager  HEW Level: HEW 9
Faculty/Office: Finance Position Number:
Department/Team: Management Accounting Date: September 2018

Position Purpose: Provide decision support and strategic business partnering to the Faculty stakeholders.

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, treasury, strategic procurement 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. 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 and Performance
    Financial Planning & Budgeting Manager
    Head of Management Accounting
    Senior Finance Manager - Offices
  Management Accountant
    Finance Managers X 7
    Finance Coordinator X 6
    Finance Officers X 4
    Finance Assistants X 3
### KEY ACCOUNTABILITIES

- Provide decision support and strategic business partnering to the Faculty stakeholders including the Executive Dean, Faculty General Manager and Heads of Departments.
- Manage the day-to-day financial operations of the Faculty and ensure that accurate and timely management reporting is provided to the key stakeholders.
- Support the Faculty by leading budgeting, forecasting and reporting processes.
- Drive a culture of continuous improvement within the Finance team.
- Drive a customer service culture throughout the Finance team.
- Ensure staff understand and comply with the University’s financial policies and procedures.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

| Reports to: | Head of Management Accounting |
| Positions Reporting to: | 1 |
| **Key Direct Clients:** | Head of Management Accounting  
Faculty General Manager, Executive Dean  
Heads of Departments  
Other Finance and Faculty stakeholders  
Other external contacts |
| **Other Key Relationships:** | Data & Analytics and IT Personnel  
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. |
### CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<tr>
<th><strong>COMPETENCIES</strong></th>
<th><strong>ATTRIBUTES</strong></th>
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<tr>
<td><strong>Clusters of behaviours required for successful performance.</strong></td>
<td><strong>Personal qualities related to successful performance.</strong></td>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Professional accounting qualification such as CPA or international equivalent
- Knowledge of core financial functions, frameworks, models and approaches.
- Knowledge of budgeting models and approaches.
- Advanced excel skills, with experience of analysing, manipulating and summarising large volumes of data in a robust and controlled manner.
- High level written and verbal communication skills.

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

- Knowledge of the faculty/office’s functions and structure.
- Knowledge of the faculty/office’s policies, systems, processes and procedures.
- Knowledge of Finance policies, systems, processes and procedures.
- Understanding the external market context relevant to their areas of expertise/specialisation.
- Knowledge of how the University works and how relevant functions across the University interrelate

### KEY EXPERIENCES
Practical experiences and exposure to specific environments or activities related to successful performance.

- Demonstrated experience in acting as a value-added business partner.
- Demonstrated ability to build and manage relationships with a wide range of stakeholders.
- Significant experience and proven ability to successfully and accurately develop complex budgets and forecasts.
- Demonstrated ability to independently analyse and interpret a wide range of financial information to make well informed decisions and deliver sound recommendations for managing complex problems.
- Providing financial planning guidance and advice to senior stakeholders.
- Managing a team.