# Position Description

<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>Financial Planning &amp; Analysis Manager</th>
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<tbody>
<tr>
<td><strong>HEW Level:</strong></td>
<td>HEW 10</td>
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<tr>
<td><strong>Faculty/Office:</strong></td>
<td>Office of Financial Services</td>
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<tr>
<td><strong>Position Number:</strong></td>
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<tr>
<td><strong>Department/Team:</strong></td>
<td>Financial Planning &amp; Analysis</td>
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<tr>
<td><strong>Date:</strong></td>
<td>September 2018</td>
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**Position Purpose:** To manage and lead the University Group financial planning and budgeting processes and systems.

## 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 & Analysis Manager
    - Head of Management Accounting
    - Senior Finance Manager - Offices
## KEY ACCOUNTABILITIES

- Setting the budgeting and forecasting agenda across the University including timetabling, communication to all stakeholders, review and analysis of Faculties, Offices and Controlled Entities to assist in setting budget targets, preparation and presentation of analysis to key stakeholders
- Ownership of total University revenue forecasting and budgeting including volume, price and mix analysis and phasing
- Determine user requirements and then direct development of forecasting, budgeting and reporting tools using Calumo to support annual budget and forecasting cycle
- Driving a culture of high quality, on time forecast and budget submissions from all stakeholders.
- Establish credible, high quality relationships with all senior stakeholders in the forecasting submission and review process, across both the University and the Controlled Entities.
- Complete ad-hoc financial modelling for Director – Planning & Performance, CFO and Executive Group as required.
- Ownership of the total University Profit & Loss and Balance Sheet forecasts and budgets and all medium and long-term Cashflow forecasts and budgets
- Manage, coach, set direction and drive a customer service culture with the team.
- Comply with relevant EEO and WHS regulations
- Perform any other duties as required and appropriate for this classification.

## POSITION CONTEXT

| Reports to: | Director of Planning and Performance |
| Positions Reporting to: | Direct: 2  
Indirect: 0 |
| Key Direct Clients: | · Director – Planning & Performance  
· Head of Management Accounting  
· Senior Finance Manager - Offices  
· Director, Financial Control and Treasury  
· Faculty, Office and Controlled Entity Finance Managers  
· Other external contacts |
| Other Key Relationships: | · Chief Financial Officer, Executive Group  
· Heads of Office, Heads of Dept, Senior Managers  
· Data & Analytics and IT Personnel |
| Budget Accountability: | Operating Budget |
| Role-specific Conditions: | Criminal check |
| Scope and autonomy | Identifies University wide current and emerging issues and develops appropriate policies, strategies and/or programs. |
| Problem solving | Manages significant organisational problems and/or issues and undertakes complex strategic planning and decision making. |
## 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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<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<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>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</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>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</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>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<td><strong>Delegating</strong>: Enlisting the talents of others to help meet objectives by giving them important activities and sufficient autonomy to exercise their own judgement.</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>Leading and Directing</strong>: Taking the lead and exercising influence when managing complex situations and/or making critical business decisions.</td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion and professionalism.</td>
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<td><strong>Delivering Outcomes</strong>: Holding self and others accountable for achieving high quality and solution focused outcomes.</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>Developing Capability</strong>: Coaching, mentoring and supporting others to develop their competence and confidence for performance and growth.</td>
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**REQUIRED KNOWLEDGE**
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Bachelor’s degree and professional accounting qualification such as CPA or equivalent and/or substantial relevant experience.
- 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.
- Report creation via cubing technology (Jedox, TM1, etc.).
- 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 Finance functions and structure.
- Knowledge of Finance policies, systems, processes and procedures.
- Understanding the external market/context relevant to their areas of expertise/specialisation.
- Understanding the local and global market/context within which the University operates.
- 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.

- Experience in a similar role within a large, complex organisation with complex operations and forecasting cycles.
- Demonstrated ability to build and manage relationships with a wide range of stakeholders.
- Ability to drive a complex forecasting process and engage with all key stakeholders to produce timely, accurate forecasts that reflect underlying planned business activity.
- Significant experience liaising with senior stakeholders at Executive Group level and in preparing material for their review. Ability to extract the pertinent facts from a myriad of data and prepare high quality summary material for a senior audience.
- Experience in high-level scenario planning and working with senior stakeholders on confidential projects that require financial modelling.
- Understanding of government funding of Universities
- Understanding of university structure, finances, administration, personnel and research policies
- Ability to contribute to the development of University policies and procedures.