**Position Description**

<table>
<thead>
<tr>
<th>Title: Senior Manager, Finance Strategy Implementation</th>
<th>HEW Level: HEW 10</th>
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<tbody>
<tr>
<td>Faculty/Office: Finance</td>
<td>Position Number:</td>
</tr>
<tr>
<td>Department/Team: Office of Finance Services</td>
<td>Date: March 2019</td>
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**Position Purpose:** To provide strategic advice and strategy implementation support to the Chief Financial Officer and Finance Leadership team in the planning and delivery of targets related to people, 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. 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.

The Strategic function of this portfolio includes Finance Strategy and Change Management, Finance Process Improvement, Process Mapping and Controlled Entity Integration projects.

**ORGANISATION CHART**

Chief Financial Officer

- Other Director positions in University Finance

- Senior Manager, Finance Strategy Implementation

- x2 Direct Reports
### KEY ACCOUNTABILITIES

- Provide expert advice to the CFO and Finance Leadership Team on strategic projects, new initiatives and portfolio strategic planning across people, processes and systems.
- Conduct cost and risk analysis to understand value, achievability, risk profile and implementation requirements and provide advice and recommendations on proposed Finance team activities and projects.
- Lead the identification of key emerging issues, gaps and processes, and facilitate the development and implementation of best practice solutions, evaluation of strategic and business planning processes in the organisation.
- Assist the CFO with workforce planning for the Finance team which involves collating and analysing resourcing cost and organisational effectiveness of its operating structure.
- Support the CFO and/or relevant Finance Director in managing major change projects within Finance, including developing and implementing stakeholder communications to ensure strategic planning and financial resources are managed and aligned.
- Provide support to ensure the effective integration of finance capabilities for controlled entities by working with the Faculty Finance Managers and Faculty General Managers and the key stakeholders on their business direction to then provide costing analysis on the activity.
- Provide strategic advice and support to major University strategic initiatives, to enable a shared understanding of best practice strategic planning and to ensure that planning outcomes are highly effective and well aligned with the direction and objectives of the organisation.
- Develop and maintain internal senior stakeholder relationships to enable strategic thinking partnerships and optimise the strategic planning processes for the organisation.
- Manage and facilitate Strategy briefing sessions with the Finance Leadership Team and report findings from analysis and projects to seek input for solution-based outcomes across client groups.
- Assist with process mapping across core Finance activities.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.

### POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Group Chief Financial Officer</th>
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</table>
| Positions Reporting to: | Direct: 2  
Indirect: 0 |
| Key Direct Clients: | Finance Directors  
Heads of Dept  
External vendors and contractors |
| Other Key Relationships: | University Executive  
University Finance Treasury  
University Finance Operations  
University Procurement  
University Planning & Performance |
| Budget Accountability: | TBD |
| Role-specific Conditions: | Criminal Record 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 undertake 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.

<table>
<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
</tr>
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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>
</tr>
<tr>
<td><strong>Relationship Management:</strong> Establishing effective working relationships with others.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
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<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>Initiative:</strong> Taking action, on own accord, to address problems and prevent them from reoccurring.</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>Reliability:</strong> Meeting commitments and responsibilities.</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>Interpersonal Impact:</strong> Making a positive impression on others in a range of interpersonal contexts.</td>
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<tr>
<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>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</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>Accountability:</strong> Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<tr>
<td><strong>Planning and Execution:</strong> Managing time and input required from Stakeholders to achieve timely and accurate outcomes.</td>
<td><strong>Integrity:</strong> Maintaining confidentiality, discretion and professionalism.</td>
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<tr>
<td><strong>Perseverance:</strong></td>
<td><strong>Quality Focus:</strong> Ensuring accuracy and quality when completing tasks.</td>
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<tr>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
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**REQUIRED KNOWLEDGE**

Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Bachelor or Post Graduate qualification in Accounting/Finance
- CPA qualification or international equivalent
- Minimum five years of relevant post-qualification experience.
- Strong financial modelling skills and understanding of Finance systems and processes.

**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 Strategic direction of the Finance team
- Knowledge of the University’s Finance policies, systems, processes and procedures.
- Understanding the external drivers within which the University operate
- Knowledge of how the University operates and how relevant functions across the University interrelate.

**KEY EXPERIENCES**

Experience in similar roles in University sector (preferred)

Experience in a similar role within a large, complex organization with complex structure which serves multiple stakeholders.

Strong service ethos (essential)

Proven capability in leading cost analysis conversations with senior management

Ability to work with ambiguity and to juggle competing priorities

Building and managing relationships with senior stakeholders.

Significant experience in preparing complex analysis

Working with a range of financial databases and systems.