Position Description

College/Division: Finance and Business Services
Faculty/School/Centre:
Position Title: Associate Director, Financial Transformation
Classification: Senior Manager 3
Position No: 35902
Responsible to: Chief Financial Officer
Number of positions that report to this role:  
Delegation(s) Assigned: D5

PURPOSE STATEMENT:
Finance and Business Services (F&BS) supports the University's strategic and operational goals through the provision of professional corporate financial management and administration, reporting, and effective business services. Its core responsibilities also include policy development; investment management; procurement and contracts advice; travel management, fleet management, mailroom services, insurance, and printing.

The Associate Director, Financial Transformation will lead the financial transformation of the University from inception through to development and implementation. You will develop and lead the strategic initiative to transform the finance function within the University. The focus will be in identifying and delivering improvements that enable improved customer experience, efficiency, control and effectiveness of the finance function. This includes improvements for finance roles and responsibilities that aim to reduce overlap and close gaps, end to end process improvements, policy reviews, automation and innovation across the finance function.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:
The Associate Director, Financial Transformation will provide strategic and operational advice to senior staff across all areas of the University regarding the financial transformation, and will work with multiple functions throughout, such as Senior Executive, HR, Finance and Business Services, Colleges, Schools, as well as external service providers and other key stakeholders. The position will provide strategic direction, expertise and leadership in the delivery, management, and coordination of the financial transformation; while achieving the strategic and operational objectives of the University. The Associate Director, Financial Transformation will supervise a small team including the Operational Excellence Manager and Business Analyst.

Role Statement:
Under broad direction of the Chief Financial Officer, the position will:

- Manage all aspects of the financial transformation and communication activities by identifying, developing and implementing new financial processes while providing expert advice on process change business improvements and identifying the roles and responsibilities of the finance function to improve outcomes and ensure effective delivery of service.
- Lead the development and implementation of policy, procedures and guidelines in relation to the financial transformation, ensuring that current and future business requirements are comprehensively mapped and that strategic, responsive, and expert advice is provided to the Senior Executive and key stakeholders.
- Act as the key client interface for the Division during the transition of the Financial Shared Services team to the University Services Centre, providing high-level advice on operational and strategic considerations.
- Provide high-level strategic advice on financial matters, ensuring that any proposed solutions are fit for the needs of the finance function in terms of quality, functionality and overall integrity.
• Build and foster close working relationships with members of the Senior Executive, Senior Management Group, Finance and Business Services division, Finance teams across the University and key stakeholders.
• Drive continuous improvement on University wide Finance-related initiatives, managing the local area consultation and roll-out; and participate in a range of activities, workgroups and networks across campus, as required.
• Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity
• Perform other duties as requested, consistent with the classification level of the position.

See the classification descriptors for professional staff¹ and minimum standards for academic staff²

SELECTION CRITERIA:
1. Relevant postgraduate qualifications and demonstrated extensive experience in financial management in a complex organisation or an equivalent combination of experience and training. CA/CPA membership is required.
2. Proven ability in providing strategic financial management services and advice to a range of diverse stakeholders in a complex and dynamic environment including experience developing and implementing finance-related policies, procedures and strategic plans to improve financial outcomes.
3. Demonstrated experience applying contemporary financial management practices and proven sophisticated analytical, problem solving and decision-making skills, including well developed financial forecasting, modelling and reporting skills, experience analysing data from multiple sources and making recommendations on strategic initiatives.
4. Proven ability to develop and maintain relationships with key internal and external stakeholders and successfully build networks and promote and represent the University.
5. Demonstrated extensive people management and engagement experience in a culturally diverse environment, with an ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives in a timely manner and on budget.
6. High level of interpersonal, liaison and consultation skills with demonstrated effective communication skills and experience developing comprehensive written documentation and reports, including policies and procedures.
7. Demonstrated proficiency and experience using online data management systems and high-level skills in Excel. Experience using TM1 (or comparable budgeting and reporting systems) and Visio for complex business diagrams will be highly regarded.
8. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Name: __________________________ Date: __________________________

References:
Professional Staff Classification Descriptors
Academic Minimum Standards

¹Schedule 5 - Professional staff classification descriptors - Human Resources - ANU
²Schedule 4 – Minimum standards for academic staff - Human Resources - ANU

For assistance please contact HR Division Ph. 6125 3346
Pre-Employment Work Environment Report

Position Details

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<thead>
<tr>
<th>College/Div/Centre</th>
<th>Chief Operating Officer</th>
<th>Dept/School/Section</th>
<th>Finance and Business Services</th>
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<td>Position Title</td>
<td>Associate Director, Financial Transformation</td>
<td>Classification</td>
<td>Senior Manager 3</td>
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<tr>
<td>Position No.</td>
<td>35902</td>
<td>Reference No.</td>
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In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WSH induction programs and Performance Development Review Process.

### Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties.

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<thead>
<tr>
<th>TASK</th>
<th>regular</th>
<th>occasional</th>
<th>TASK</th>
<th>regular</th>
<th>occasional</th>
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<td>key boarding</td>
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<td>laboratory work</td>
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<td>work at heights</td>
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<td>repetitive manual tasks</td>
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<td>work in confined spaces</td>
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<td>Organizing events</td>
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<td>fieldwork &amp; travel</td>
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<td>electricity</td>
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<td>driving a vehicle</td>
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### NON-IONIZING RADIATION

- solar
- ultraviolet
- infra red
- laser
- radio frequency

### IONIZING RADIATION

- gamma, x-rays
- beta particles
- nuclear particles

### CHEMICALS

- hazardous substances
- allergens
- cytotoxics
- mutagens/teratogens/
- carcinogens
- pesticides / herbicides

### BIOLOGICAL MATERIALS

- microbiological materials
- potential biological allergens
- laboratory animals or insects
- clinical specimens, including blood
- genetically-manipulated specimens
- immunisations

OTHER POTENTIAL HAZARDS (please specify):

Supervisor/Delegate Name:   Date: