College/Division: Research and Innovation Portfolio
Faculty/School/Centre: National Computational Infrastructure
Department/Unit:
Position Title: Deputy Finance Manager
Classification: ANU Officer Grade 8 (Administration)
Position No: 36506
Responsible to: Business Manager
Number of positions that report to this role: 0
Delegation(s) Assigned:

PURPOSE STATEMENT:
The Deputy Finance Manager provides comprehensive support to the NCI Senior Management team on all financial aspects, including the development, design and implementation of financial management practices. The Deputy Finance Manager assists in the management of budgeting, financial planning and complex financial issues and in the delivery of high-quality and robust financial services to Senior Management team and to staff, supporting the achievement of NCI's strategic goals.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The Deputy Finance Manager supervises the Senior Finance Officer, overseeing the day-to-day provision of high quality, professional financial advice and support to the NCI Senior Management team and to staff, building professional relationships within the area and across campus. The Deputy Finance Manager assists the Business Manager in the implementation of financial processes and the management of complex financial matters and represents the area in various University-wide initiatives. The Deputy Finance Manager is also responsible for the accuracy and integrity of financial data.

Role Statement:
Under broad direction, the Deputy Finance Manager will:
- Provide effective supervision to finance team members, ensuring that all objectives and deadlines are met, supporting their career development and knowledge sharing and assisting the Business Manager in building a highly performing team.
- Assist the Business Manager in the development of strategies for achieving performance targets and coordinate the implementation of such strategies.
- Develop and establish compliance reporting capability to support business planning and enforcement of policy and procedures.
- Coordinate the preparation and distribution of other periodic and ad hoc financial and contracted reports, ensuring that financial information produced is accurate and presented with insightful recommendations / solutions.
- Manage the day-to-day financial operations, ensuring compliance with all relevant contract, ANU financial policies and guidelines and legislative requirements, maintaining adequate audit material and coordinating the timely delivery of financial reporting.
- Implement and manage various finance-related initiatives as requested by the Business Manager, in accordance with strategic objectives and/ or aimed at continuously improving financial management practices and processes.
- Assist the Business Manager in the development and implementation of new finance-related initiatives at NCI, coordinating the local area roll-out, if applicable, and participating in a range of activities, workgroups and networks across campus, as required.

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• 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 and in line with the principle of multi-skilling.

SELECTION CRITERIA:

1. Progress towards relevant postgraduate qualifications and demonstrated experience in financial management in a complex organisation. Experience in the administration of external funds is requested.
2. CA or CPA membership and proven high-level financial advice and planning skills to support senior management and experience implementing Finance related policies, procedures and strategic plans to improve financial outcomes.
3. Demonstrated knowledge of contemporary financial management practices and proven analytical, problem-solving and decision-making skills, including experience analysing data from multiple sources and making recommendations to inform strategic plans.
4. Demonstrated supervisory 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.
5. High level of interpersonal and consultation skills with demonstrated effective communication skills and experience developing comprehensive written documentation and reports, including policies and procedures.
6. Highly developed computer skills including proficiency using the MsOffice suite, advanced Excel skills and extensive experience using TM1.
7. 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 Signature: [Signature] Date: [Date]
Printed Name: Prof Sean Smith Uni ID: [Uni ID]

References:
General Staff Classification Descriptors
Academic Minimum Standards