



## Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	College Integrated Service Hub (Business Services)
Department/Unit:	Finance
Position Title:	Finance Manager
Classification:	Senior Manager 1
Position No:	TBC
Responsible to:	College General Manager
Number of positions that report to this role:	1
Delegation(s) Assigned:	D4

### PURPOSE STATEMENT

The Finance Manager is the principal advisor to senior management on all financial aspects, providing high-level, strategic advice, guidance and support in the development, design and implementation of financial management practices. The Finance Manager manages budgeting, financial planning and complex financial issues, engaging stakeholders and delivering high quality and robust financial services to the Executive Team and staff, supporting the achievement of the University's strategic goals.

### KEY ACCOUNTABILITY AREAS

#### Position Dimension & Relationships

The Finance Manager leads and manages the Finance team, working in close collaboration with the Executive Team to provide strategic financial planning, advice and support, building professional relationships across campus. The Finance Manager plays a significant role in the implementation of financial processes, ensuring that all stakeholders are educated on relevant financial aspects and the impact on their own area. The Finance Manager also represents the area in University-wide initiatives, works closely with staff in the Finance and Business Services Division (F&BS) on complex financial matters and reporting and is accountable for the accuracy and integrity of financial data.

#### Role Statement

Under broad direction, the Finance Manager will:

1. Provide effective leadership, management and engagement to the Finance team members, ensuring that all objectives and deadlines are met, supporting their career development and knowledge sharing and managing performance, where needed.
2. Develop strategies for achieving financial targets and manage the implementation of such strategies, ensuring relevant consultation with all stakeholders and ongoing monitoring of the efficiency of such strategies, analysing gaps and planning relevant gap closing actions, working closely with colleagues in F&BS.
3. Support the Executive team by undertaking financial modelling and cost-benefit analysis and by providing strategic, responsive and expert financial advice, including guidance on budgeting, financial planning, regular and ad-hoc reporting and the administration of external funds, strategically monitoring and controlling the expenditure of funds and investigating areas of concern, in line with strategic plans.
4. Ensure that financial operations are conducted in line with all relevant ANU financial policies and guidelines and that adequate audit material is maintained.
5. Create an environment which ensures the effective delivery of financial services to meet requirements, developing and evaluating practices and procedural arrangements to improve outcomes.
6. Play a key role in University-wide Finance-related initiatives, promoting them and managing the local area consultation and roll-out, if applicable, and participate in a range of activities, workgroups and networks across campus, as required.
7. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

8. 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. Relevant postgraduate qualifications and demonstrated extensive experience in financial management in a complex organisation. CA/ CPA qualification and membership is required, as is experience in the administration of external funds.
2. Proven strategic financial advice, modelling and planning skills to support senior management and experience implementing finance-related policies, procedures and strategic plans to improve financial outcomes.
3. Demonstrated experience applying contemporary financial management practices and proven analytical, problem-solving and decision-making skills, including experience analysing data from multiple sources and making recommendations on strategic initiatives.
4. Proven high-level financial budgeting, forecasting, modelling and reporting skills. This will include experience in working with complex financial management information systems and the proven ability to write, interpret and apply financial policies and procedures.
5. Proven ability to provide meaningful and relevant analysis that supports difficult decision-making and the ability to translate operational decisions into timely impact reporting.
6. Demonstrated 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.
7. 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.
8. Demonstrated computer skills with experience using online data management systems and proficiency using the MsOffice suite. High-level skills in Excel and experience using Visio for complex business diagrams will be highly regarded.
9. 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:		Date:	December 2021
Printed Name:	Donelle Claudianos	Uni ID:	

#### References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)