



Position Description

College/Division:	Services Portfolio
Faculty/School/Centre:	Finance & Business Services
Department/Unit:	Financial Planning & Analysis
Position Title:	Finance Manager - Financial Planning and Analysis (Business Partnering)
Classification:	Senior Manager 1
Position No:	23251
Responsible to:	Senior Finance Manager – Central Portfolios
Number of positions that report to this role:	3-5
Delegation(s) Assigned:	D6

PURPOSE STATEMENT:

The Finance Manager - Financial Planning & Analysis (Finance Manager - FP&A) is a key member of the Financial Planning & Analysis Portfolio within the Financial Business and Services Division (F&BS), responsible for providing comprehensive and insightful management reporting, analysis and advice to the University's Portfolio and Administrative Business units supporting the achievement of the University's strategic goals.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Finance Manager - FP&A (Business Partnering) is responsible for the delivery of timely, effective and value added financial management and reporting services, and leads the team, which supports the delivery of these services to the University's Portfolios and business units. They manage complex financial issues, engaging with and being responsive to stakeholders and delivering high quality and robust financial services and advice across the University. They will build and maintain effective professional relationships across campus.

Role Statement:

Under broad direction this position 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.
2. Supervision of junior team members providing training, coaching and mentoring to support their performance development. This may include, at times, direct supervision of staff.
3. Manage the preparation and distribution of periodic financial management reports, monitoring the financial performance of budget units and providing interpretive and meaningful commentary on this performance to Divisional heads and senior University management.
4. Provide analysis and input on key financial and non-financial metrics, business cases, targets and financial trends, analysing performance against targets, highlighting and commenting on unexpected variances.
5. Lead the continuous improvement of management reporting processes to improve the efficiency, effectiveness and availability of quality information to support decision-making procedure for the business.
6. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
7. 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. Postgraduate tertiary accounting, financial or business qualification and demonstrated extensive relevant experience in a complex organisation. Membership of a professional institution (CPA or CA) is required.
2. 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.
3. 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.
4. Proven ability to provide meaningful and relevant analysis that supports difficult decision making and the ability to translate operational decisions into timely impact reporting.
5. Demonstrated understanding of contemporary budgeting and management reporting practices with experience in and ability to provide senior management with strategic financial advice and concise, tailored, interpretative reports, which identify and analyse key elements of financial results.
6. Proven ability to develop and maintain relationships with key internal and external stakeholders and successfully build networks and promote and represent the University.
7. Strong interpersonal, written and verbal communication skills with proven ability to develop and maintain relationships and influence non-financially minded colleagues to deliver on programs of work within agreed timelines.
8. Demonstrated computer skills with experience using online data management systems and proficiency using the MsOffice suite, including high-level skills in Excel. Experience using TM1 (or comparable budgeting and reporting systems) and 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 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:	
Printed Name:		Uni ID:	

References:

[Professional Staff Classification Descriptors](#)

[Academic Minimum Standards](#)