POSITION DESCRIPTION

Finance Manager

Position Level | Level 9
Faculty/Division | Division of Operations
Position Number | ADMIN ONLY
Original document creation | 1/10/2020

Position Summary

The Finance Business Partnering team is accountable for providing end-to-end finance services to Faculties and Divisions, including financial planning, forecasting and reporting, financial analysis and decision support, general accounting and transactional services across all funding sources.

The role of the Finance Manager partners with customers and senior stakeholders to deliver financial management, analysis and decision support and manages the Operational Finance team supporting the Faculties and Divisions.

The role of the Finance Manager reports to the Finance Business Partner and has direct reports that may include Finance Analysts

Accountabilities

Specific accountabilities for this role include:

• Manage all elements of the Division’s financial operations to ensure budgets are effectively managed, variances are analysed, risks are mitigated or minimised, forecasts are revised as required, financial targets are achieved, and University and other relevant finance policies and procedures are complied with.

• Lead the financial planning, forecasting and management reporting processes and activities for the Division and provide expert strategic financial advice working with relevant stakeholders and customers including, but not limited to, MB members, Deans, Division Leadership team, Heads of School, Faculty and Division Directors, Institute and Centre Directors and Budget Owners.

• Ensure financial risks, issues and opportunities are appropriately identified, reported and managed through regular monitoring and analysis.

• Undertake and/or lead the provision of complex data analysis delivering actionable insights and
recommendations including, for eg. scenario modelling, trend analysis, ratio analysis, return on investment & NPV analysis, benchmarking and other comparative data analysis, to support and enhance management decision making.

- Manage a team of finance professionals to continuously develop capability and optimise staff engagement, motivation and productivity to ensure the services delivered to Divisions are accurate, timely, aligned with University requirements and maintain a customer-centric culture of continuous improvement.

- Meet customer and Finance needs by undertaking any other duties that are required commensurate with the role and level.

- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

- Implementing the UNSW Health and safety management system within your area of responsibility.

- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

**Skills and Experience**

- Tertiary qualification in a relevant discipline, CA or CPA qualification (or equivalent) and relevant professional sector experience.

- Extensive experience in core and complex financial management and financial control processes, insight driven analysis and modelling, providing actionable operational advice and delivering financial services in a complex organisation.

- Strong and audience appropriate communication, interpersonal, and stakeholder management skills and demonstrated ability to inform, persuade and negotiate successfully with a wide range of internal and external stakeholders.

- Leadership experience with demonstrated capability to identify and establish priorities and mentor, develop, and motivate the team to deliver value to stakeholders and customers.

- Demonstrated advanced problem solving and planning and organisational ability to deliver results and enhance the value provided to Divisions in delivering their operational and strategic plans.

- Demonstrated IT literacy comprising extensive experience with advanced knowledge of relevant programs (e.g. Microsoft Excel) and experience with enterprise systems.

- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.

- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.