POSITION DESCRIPTION

Director Operational Finance

Position Summary
The Operational Finance function has accountability for providing end-to-end finance services and support to Faculties and Divisions, including financial management, financial analysis and decision support, general accounting and transactional services across all funding sources and encompassing the Finance Business Partnering, Procure to Pay and Financial Systems teams.

The Director Operational Finance has primary responsibility to develop, implement and manage the services, systems and resources of Operational Finance to ensure they meet the University’s requirements and objectives and provide specialised and expert advice, analysis, reporting and decision support to the Chief Financial Officer (CFO) and University senior management through the provision of high quality financial services across Faculties and Divisions.

The Director Operational Finance reports to the Chief Financial Officer and has a Director, a Senior Manager and two Lead Finance Business Partners as direct reports and their finance teams indirectly.

Accountabilities
Specific accountabilities for this role include:

- Provide strategic leadership and expert advice to the Chief Financial Officer and senior University leadership on the financial activities and financial performance of UNSW, including financial management risks, issues and opportunities, based upon the provision of timely, accurate financial information, analysis and insights to enhance and support management decision making.

- Lead the development and periodic review of the vision and strategy for the Operational Finance team and the formation of a strategic framework and operating model for the successful delivery and implementation of high quality and consistent finance services and systems across Faculties and Divisions.
Monitor and critically review the services, systems, processes and resources of Operational Finance across the Business Partnering, Procure to Pay and Finance Systems functions to ensure efficiency, effectiveness and alignment with University plans, policies, procedures and customer requirements in the best interests of the University.

Lead and build a high performance capability and culture within the Operational Finance team and inspire staff so as to optimise their engagement, motivation and productivity.

Engage across the University in establishing and maintaining collaborative relationships with senior leaders to ensure that their needs delivered by the Operational Finance functions are effectively managed.

Represent Operational Finance, the CFO and Finance on a range of external and University committees and working groups.

As a member of the finance executive leadership team, support the development and implementation of finance strategies and continuous improvement initiatives that deliver on the Finance vision and objectives.

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.

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

Skills and Experience

- Relevant postgraduate qualification majoring in business, finance or accounting and/or extensive senior management experience, combined with strong business acumen and commercial awareness gained within a large, complex financial and resource management environment.
- CA or CPA qualification (or equivalent).
- Demonstrated expertise in a senior finance appointment with accountability for and oversight of financial systems, core financial management, procurement and financial control processes, insight driven analysis and modelling, and providing high-level, actionable commercial and strategic advice in a complex organisation.
- Demonstrated experience in managing and influencing across a vertical and horizontal portfolio and leading process and system improvements.
- Advanced 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.
- Proven capability to manage a large, multi-disciplinary team of staff and make a substantial contribution to organisational performance, including demonstrated experience in developing and executing organisational change strategies.
- Demonstrated capacity for analytical and conceptual thought in the diagnosis of sensitive and complex business issues and in providing innovative and practical solutions on a timely basis.
- Proven skills in developing internal business partnership services which deliver high quality financial support and advisory services to senior management, governance stakeholders and business units.
- Extensive team management experience to manage multi team performance and develop staff capabilities and improve staff engagement.
• Knowledge and understanding of the higher education sector.
• 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.