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## POSITION DESCRIPTION

# Senior Manager Financial Control (Business Process Optimisation)

Faculty/Division

Classification Level

Hours & Span (Category)

Position number

Shiftwork status

Allowances

On call arrangements

Original document creation

Division of Operations

Professional TFR

G - Administrative, Clerical, Computing, Professional &  
Research Staff

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NOT SHIFTWORKER

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20 May 2024

### Position Summary

The Senior Manager, Financial Control (Business Process Optimisation) delivers various improvement initiatives with greater efficiency and with appropriate financial controls. The role will work closely with Finance and non-Finance leaders to develop a comprehensive understanding of the opportunities and challenges resulting from current policies, procedures, practices and in developing an improvement roadmap to deliver fast effective solutions, efficiency opportunities and financial control improvements. The role will also be responsible for University-wide specialized statutory reporting requirements such as Higher Education Research Data Collection (HERDC) and Environmental, Social and Governance (ESG) etc.

The Senior Manager (Business Process Optimisation) is one of the 6 direct reports to the Director, Financial Control & Compliance and has one direct report.

### Accountabilities

Specific accountabilities for this role include:

- Lead the implementation of ESG reporting and relevant assurance activities.

- Working closely with Finance System Team and other Senior Leaders in system enhancement projects with focus of optimal efficiency and improved financial controls.
- Provide expert advice to the Director, Financial Control & Compliance on efficiency opportunities to create manageable workloads, and opportunities for improvement against best practice or to the control environment while leveraging prior significant and senior experience leading institution-wide projects (with financial control focus).
- Lead the change management of the University's Financial Control Framework and drive Finance business process changes to achieve alignment with the framework.
- Lead a chart of accounts review including re-design of financial processes in support of critical reporting requirements for the Group.
- Provide expert advice on policies, guidelines, procedures including strategies to improve decision making processes in line with the changing requirements of University management and government policy.
- Present improvement opportunities in an actionable roadmap and a full report of the best operating model in support of project accounting, indicating where relevant manual quick wins and investment may be required.
- Conduct the investigation and analysis at a strategic, operational, and transactional level across core financial processes.
- Engage with relevant Faculty and Divisional stakeholders across the University as appropriate in understanding their needs and expectations as they relate to the core processes.
- Manage the UNSW Financial Control Framework reporting for assigned stream, including budget and timeline guidance, and risk management. Present options to remediate risks. Provide regular status updates to the Director, Financial Control & Compliance on progress, roadblocks, and quick wins in advance of the full report.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

## **Skills and Experience**

- Relevant postgraduate qualification majoring in business, finance, or accounting and/or extensive senior management experience managing multi-faceted corporate finance functions in a large and complex organisation.
- CA or CPA qualification (or equivalent).
- Significant senior management experience leading complex projects (with financial control focus) within a large organisational environment.
- Extensive knowledge of legislative and statutory reporting and other requirements which influence the direction and style of finance services in a university, government, or large organisation.
- Demonstrated capacity for analytical and conceptual thought in the diagnosis of sensitive and complex process issues and in providing innovative and practical solutions on a timely basis.
- Proven success in developing outcomes which meet the needs of clients/customers whilst also achieving business objectives.

- Advanced ability to build effective relationships with key stakeholders to enable constructive engagement and collaboration in order to achieve overarching business outcomes.
- Demonstrated ability to formulate and evaluate policy options and to provide high-level expert and strategic advice.
- Proven capability to improve performance and streamline and simplify processes for finance functions within a large and complex organisation.
- Advanced communication, influencing and negotiation skills and the ability to effectively collaborate and appropriately and sensitively challenge the status quo.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

### **Pre-employment checks required for this position**

- Verification of qualifications

#### **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.