



# Position Description

## Finance Business Partner

Division of Finance

<b>Classification</b>	Level 7
<b>Delegation band</b>	<a href="#">Delegations and Authorisations Policy (see Section 3)</a>
<b>Special conditions</b>	Employment Screening - Criminal History and Financial checks
<b>Workplace agreement</b>	<a href="#">Charles Sturt University Enterprise Agreement</a>
<b>Date last reviewed</b>	July 2024



# About Charles Sturt University

## Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

## Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

## Goals

To deliver on our Purpose and Vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

## Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

## Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting the eight key university key performance indicators:

<b>Our Students</b>	Commencing Progress Rate Student Experience
<b>Our Research</b>	Research Income Research Quality and Impact
<b>Our People</b>	All Injury Frequency Rate Engagement
<b>Our Social Responsibility</b>	Underlying Operating Result Community and Partner Sentiment



## Division of Finance

### Business Services

The Division of Finance provides a range of corporate services involving finance, accounting operations and systems, and the operation of commercial and campus-based services.

The vision of the Division is to strive for excellence in strategic resource management, the provision of professional services and systems, and the conduct of business that supports the University to fulfil its strategic plan.

### Organisational chart



### Reporting relationship

**This position reports to:** Manager, Finance Liaison

**This position supervises:** N/A

### Key working relationships

- Director, Business Services.
- Manager, Finance Liaison.
- Faculty Leadership positions including Executive Dean, Executive Officer, and Heads of School.
- Senior Managers.
- Division of Finance.



## Position overview

The Finance Partner is part of the Business Services Team, responsible for providing financial analysis and advice, through financial management reporting. This ensures business units have the required management information and tools to make well-informed business decisions.

The position is responsible for supporting business activities by providing expertise and advice to University Faculties and Divisions, through financial management reporting, to ensure that business units are compliant with legislative requirements and University policies related to financial governance.

## Principal responsibilities

- Provide Faculties and Divisions with strategic financial advice and management tools to fulfil their budgetary and financial duties, including:
  - Comprehensive, accurate and relevant reports (periodic and ad hoc) and information within required timelines.
  - Develop and implementation of new reports to meet key stakeholder needs.
  - Analysis and advice to facilitate effective management decisions that align with University policy and statutory requirements, including:
    - Key financial analysis and risk assessment of accounting results, key variances, trends and emerging issues, with clear communication of issues and recommendations
- Develop and maintain strong and productive internal and external client relationships that foster cooperation and facilitate the implementation of best-practice financial management.
- Build financial capability across the university through clear and effective communication and the provision of ongoing training and education.
- Contribute to the continuous development of University financial management, including:
  - Continuous improvement of University financial management, actively engaging in the review and implementation of policy, business processes and systems.
  - Implementation and maintenance of effective communication systems within and between the Division of Finance and the University to promote understanding of different roles and to eliminate duplication of effort and processes.
  - Identifying opportunities and the need for new strategies and policies, recommending implementation plans, and process and systems improvement projects.
- Other duties appropriate to the classification as required.



## Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#) identified as essential or critical for success in this role.

<b>Focus on service</b>	Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).
<b>Network</b>	Bring people together and build relationships that deliver desired benefits and outcomes.
<b>Apply expertise and technology</b>	Apply, develop and share specialist and detailed technical expertise, understanding other organisational disciplines.
<b>Analyse</b>	Analyse information, probe for clarity, produce solutions, make judgements, think systemically.
<b>Formulate strategies and concepts</b>	Work strategically, set strategies, have vision, think broadly about the organisation.
<b>Plan and organise</b>	Set objectives, plan, establish contingencies, manage time, resources and people, monitor progress.

## Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)



## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. A degree with at least 4 years subsequent relevant experience to consolidate and extend the theories and principles learned; or extensive experience and management and or specialist expertise; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Demonstrated experience in preparing and presenting timely and accurate high level management reports, including providing consultancy advice and/or instruction to managers to identify, interpret and respond to budget issues, and make sound financial decisions.
- C. Demonstrated experience in reporting and information analysis activities using advanced information technology (IT) and Excel skills, articulating their relevance to the strategic targets, plans and desired outcomes of organisation.
- D. Demonstrated skills and experience in writing complex financial reports and business documents using advanced information technology (IT) and Excel skills.
- E. Highly developed communication, negotiation and influencing skills.
- F. Demonstrated team player with the capability to make a strong contribution to a high performing team, demonstrate initiative, develop and apply procedures, and the ability to work independently.
- G. Demonstrated commitment to continuous improvement with demonstrated experience in identifying and implementing improved systems and/or work practices in the workplace.