



Finance Manager

Department/Unit	Faculty Office
Faculty/Division	Faculty of Science
Classification	HEW Level 10A
Work location	Clayton campus
Date document created or updated	January 2018

Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here - and so do truly satisfying careers. Discover more at www.monash.edu.

The **Faculty of Science** works at the frontiers of research and scholarship, is committed to the delivery of the highest quality teaching and learning, and we have numerous partnerships with industry, government and individual supporters. Our five Schools offer a large and diverse range of disciplines in undergraduate and postgraduate courses. Our researchers are highly respected, are at the forefront of their fields, and their work spans the theoretical to the applied and this contributes to new knowledge and technologies, and challenges how we interact with the world.

To learn more about the Faculty of Science, please visit www.monash.edu/science/

Position purpose

The Finance Manager leads and manages a range of financial services and activities within the faculty including strategic contributions to our long term objectives, the provision of expert advice in resource management and financial planning, and day-to-day support and guidance to key staff across the faculty in order to support our research and educational aspirations.

The role is accountable for the development and delivery of specialist budgeting, planning, and analytical services and provides expert advice at both strategic and operational levels.

As a leader the position champions and drives excellence in financial practices and management across the faculty.

Reporting line: The position reports to the Faculty General Manager under broad direction

Supervisory responsibilities: The position provides direct supervision to one staff member and indirectly supports the finance related output of key staff in each of our schools

Financial delegation and/or budget responsibilities: The position oversees the management of the faculty annual expenditure budget of approx. \$170M with revenue of approx. \$155M. The position has an authorised financial delegation of \$75k

Key responsibilities

1. Lead, manage and be accountable for the delivery of a range of strategic financial services, aligned to the business needs of the faculty including: complex financial reporting, planning, scenario modelling and analysis, provision of informed and robust finance solutions and advice, championing organisational finance objectives and development and implementation of financial plans, strategies and initiatives to improve financial capability
2. Lead budgeting and planning activities across the faculty, working collaboratively with key staff in each school, and supporting the Dean and Faculty General Manager as a trusted advisor
3. Maintain a comprehensive understanding of and assume the role of the faculty expert in regards to student load planning processes, fee setting, and course weightings and provide comprehensive advice on the impact of the introduction of new offerings in our load profile and financial position of the faculty
4. Provide expert financial management support to the faculty executive team and senior staff across the faculty
5. Influence, mentor and develop a highly trained, motivated and efficient team of finance literate professional staff across the faculty with a focus on client service excellence
6. Lead and direct a work environment of continuous review and improvement of financial management practices, operational processes, policies, frameworks, systems and service provision
7. Establish, lead and deliver initiatives to ensure compliance with statutory and regulatory obligations, business protocols and standards as they relate to finance practice in the client group
8. Lead, direct and champion strategic change management projects, review of finance policy and procedure and financial management initiatives and ensure successful delivery within all operating units of the faculty
9. Lead, manage and be accountable for issues, risks and impacts associated with the implementation of financial management initiatives, changes to policies, procedures, government directions, protocols and legislation
10. Initiate, lead and develop strong partnerships with key internal/external stakeholders in the, while maintaining a proactive and collaborative relationship with central finance leaders and colleagues
11. Lead the timely and successful completion of the faculty's risk assessment procedures and the annual legal compliance returns and prepare a consolidated faculty response for audit and risk on behalf of the Dean

Key selection criteria

Education/Qualifications

1. The appointee will have:
 - a relevant postgraduate qualification in business or accounting, with current CA/CPA accreditation and extensive experience at senior management level within a complex management environment, or
 - an equivalent combination of relevant experience and education/training

Knowledge and Skills

2. Exceptional management and leadership skills with proven ability to partner with clients and stakeholders to deliver effective and strategic finance strategies, services and advice at the highest levels
3. Highly developed ability to apply accounting standards and financial policies in a complex organisation, balancing control requirements with the achievement of commercial outcomes
4. Outstanding planning, organisational and project management skills, with extensive experience in delivering strategic organisational objectives within agreed timeframes
5. Demonstrated experience and success in a 'business partnering' or similar environment and an ability to work towards collaborative achievements and shared goals

6. Extensive staff management experience with the ability to motivate and develop high performance teams committed to excellent customer service
7. Exceptional numeracy, analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
8. Outstanding interpersonal and communication skills with the ability to develop strong, trusting and meaningful relationships and provide consultancy advice at senior levels
9. Extensive experience in management accounting using large integrated financial accounting systems, data analysis and costing systems

Other job-related information

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

Legal compliance

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships