



**Australian
National
University**

Position Description

College/Division:	ANU College of Health & Medicine ANU College of Science
Faculty/School/Centre:	Joint Colleges of Science (JCS) Administration
Department/Unit:	Finance Team
Position Title:	JCS Finance Manager
Classification:	Senior Manager 2 (Administration)
Position No:	16286
Responsible to:	College General Manager
Number of positions that report to this role:	4
Delegation(s) Assigned:	D5

PURPOSE STATEMENT:

The JCS Finance Manager provides strategic and operational leadership for the Finance function within the Joint Colleges of Science (JCS) and is responsible for delivering high quality financial services to Executive stakeholders and preparing the JCS annual recurrent budget as overseen by the College General Manager. The JCS Finance Manager is also responsive to the Chief Financial Officer (CFO) of the University for the financial management of JCS and the application and interpretation of finance, accounting and taxation legislation and policies.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships

The JCS Finance Team aligns its work with the University's strategic priorities as a national institution committed to excellence in research, education and contribution to public policy development. Working to actively support JCS objectives, members of the team integrate values of leadership, collaboration, resilience, approachability, flexibility in problem solving, respect and inclusiveness, adaptability and reliability into their actions and management of their relationships with staff and students within the Colleges, across ANU, and to the community both nationally and internationally.

The JCS Finance Manager leads the JCS Finance Team in partnership with the Deputy and Assistant Finance Managers and provides financial management and planning advice to the College Deans, General Manager, School Directors and School Managers, while working closely with senior colleagues in the ANU Finance and Business Services (F&BS) Division to provide sound management of the finance function. The JCS Finance Manager is responsible for the overall leadership and management of the JCS Finance Team in a culturally diverse environment, and establishes relationships of trust and confidence within the leadership group and across the team as a whole. The JCS Finance Manager is expected to model the highest standard of leadership behaviours through coaching, mentoring and managing staff and providing exceptional and responsive communication.

Role Statement

Under the broad direction of the College General Manager, the JCS Finance Manager will:

1. Provide expert strategic and responsive financial advice to the JCS Executive, School Directors and School Managers, including undertaking financial modelling and forecasting activities.
2. Lead and develop staff within the JCS Finance Team to provide effective and efficient services, including regular review of staff performance and provision of professional training to enhance the overall service delivery to the JCS community.
3. Develop the JCS annual recurrent budget with the Deputy Finance Manager and oversee JCS submissions to the University's formal budget review process, through the College General Manager and in partnership with

the CFO, including monitoring the preparation of budget forecasts, ensuring the entry of detailed and consistent notes in the TM1 budget system, and reviewing the provision of concise budget narrative templates.

4. Monitor the financial performance of all JCS budget units compared to projected budgets and prepare interpretive reports for senior management at School, College and University level, as required, using careful judgement and a high level of strategic impact awareness.
5. Provide high-level advice and policy direction to the College General Manager on budgetary matters and work directly with the College General Manager in developing, monitoring and adjusting budgets for the Deans' Offices, the Science Teaching & Learning Centre (STLC), and the JCS Administration group through the Joint Colleges Executive Committee (JCEC).
6. Manage the provision of a full range of financial administrative support services to the JCS community, ensuring compliance with University policy and government legislation, through the JCS Administration Service Hub model, including a focus on the costing and budget analysis of grant applications to external funding bodies in a research-intensive environment.
7. Play a key role in University wide initiatives and reviews which contribute to the delivery of new and improved financial services and process efficiencies, while also seeking to improve the overall governance of the University through well-considered consultation with a range of ANU Central Service Divisions and other academic Colleges.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
9. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA:

1. Accounting or financial qualifications with extensive relevant experience in financial management in a complex organisation is essential (ideally with membership of a relevant professional association).
2. Extensive experience in the leadership of a team of highly skilled professionals in a dynamic and often pressured environment, including outstanding people management and communication skills and demonstrated experience in change management.
3. Demonstrated high-level interpersonal, consultation, negotiation and influencing skills with the ability to advise on and contribute to the strategic financial direction of an organisation.
4. Extensive experience in establishing budget programs, undertaking financial forecasting and providing strategic advice to senior management with respect to budget allocation options.
5. Extensive experience in the preparation and analysis of financial management reports, including the ability to provide senior management with concise interpretive analysis identifying key elements of financial results.
6. Detailed knowledge of the Accounting Standards and Guidelines (appropriate to the operations of the University) and demonstrated experience in management accounting. Ability to develop comprehensive written documentation and reports, with experience using online data management systems and the MsOffice suite, including high-level skills in Excel.
7. Proven ability to solve problems, develop innovative policies and proposals, and respond cooperatively to stakeholder needs in a timely manner in a high pressure environment.
8. Demonstrated high level understanding of equal opportunity principles and a commitment to the application of EO policies in a University context.

Supervisor/Delegate Signature:		Date:	
Printed Name:	David Akers	Uni ID:	U2500015

Reference:

[General Staff Classification Descriptors](#)



Australian
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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CHM & COS	Dept/School/Section	Finance – Joint Colleges of Science
Position Title	JCS Finance Manager	Classification	SM2 (Administration)
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/___Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	BIOLOGICAL MATERIALS		
CHEMICALS			microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	immunisations	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>			
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:	David Akers	Date:	
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