

<b>POSITION TITLE</b>	Manager, Financial Reporting
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<b>FACULTY/INSTITUTE/DIVISION</b>	Division of the Chief Operating Officer
<b>SCHOOL/SECTION</b>	Financial Services
<b>CAMPUS</b>	Hobart
<b>CLASSIFICATION</b>	Higher Education Officer Level 10
<b>DATE</b>	May 2018

#### **POSITION SUMMARY**

The University operates a centralised financial service provision delivered through a hub model to Faculties, Schools, Institutes and Divisional Units (Budget Centres).

The Manager Financial Reporting is a key member of the Financial Services management group, reporting to the Financial Controller and has responsibility for the delivery of financial outcomes for the University, including:

- Annual financial statements
- Integrity of the UTAS balance sheet
- Financial reporting obligations of research contracts and other grants
- Taxation
- Treasury operations
- Insurance operations

#### **POSITION RELATIONSHIPS**

<b>Supervisor</b>	Financial Controller
<b>Direct reports</b>	2 Financial Accountants 3 Finance Officers 1 Graduate Accountant
<b>Other</b>	The incumbent must be able to relate effectively with the following: <ul style="list-style-type: none"> <li>• Chief Financial Officer and Staff, Financial Services;</li> <li>• Deputy Director and Staff, Office of Research Services</li> <li>• Researchers and other University academic and professional staff involved in the management of contract grants;</li> <li>• External funding providers;</li> <li>• Internal and External Auditors.</li> </ul>

## KEY ACCOUNTABILITIES AND OUTCOMES

1.	Contribute as a member of the Financial Services management team in developing and delivering outcomes towards section priorities in support of the University's strategic goals.
2.	Build and maintain collaborative relationships with key staff across the University, and work with them to identify and deliver business improvements and efficiencies.
3.	Manage and develop the Financial Research Support team, and contribute to ensuring the financial management of grants is clearly defined and managed across all areas of the University in a cohesive and efficient manner.
4.	Oversee the HERDC (annual research income reporting) process to support the Finance Officer, HERDC and ensure reportable income is maximised to the benefit of the University.
5.	Develop, implement and monitor robust processes relating to the reconciliation of all balance sheet items to confirm the integrity of the balance sheet on a monthly basis.
6.	Ensure student fee income data is appropriately recognised in the financial management system.
7.	Manage the taxation obligations of the University, including compliance with taxation legislation, timely lodgement of returns to the Australian Taxation Office, and relationships with external taxation advisors.
8.	Manage the day to day treasury operations of the University, to ensure the University pays its debts as and when they fall due, and maximises the returns from surplus cash.
9.	Deliver the annual financial statements within the required timeframes.
10.	Monitor financial reporting and taxation developments and ensure key impacts are understood on a timely basis.
11.	Ensure other external financial reporting obligations are met (ABS returns etc).
12.	Develop and maintain procedural documentation for all areas of oversight and responsibility.
13.	Liaise with internal and external auditors, including the provision of management responses to issues raised.
14.	Manage the day to day operations of the insurance function to ensure the University has adequate insurance cover.

## DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

The role is performed under the broad direction of the Financial Controller and Chief Financial Officer.

## POSITION CRITERIA

### Essential Requirements

1.	Tertiary qualification in an accounting discipline with CA/CPA membership, and extensive relevant experience.
2.	Demonstrated staff management skills with the ability to develop a highly productive team environment.
3.	Demonstrated record of senior experience in the provision of financial accounting, taxation and business management in a large organisation.
4.	Demonstrated high level written, oral and interpersonal skills, including skills in negotiation, consultation and conflict resolution, and demonstrated ability to develop and maintain influential relationships with stakeholders.

5.	Experience with financial management systems in a large organisation, and strong competence in Excel and other desktop applications (Word, PowerPoint, Outlook)
6.	Strong analytical skills, with a demonstrated ability to think laterally, problem solve and implement improved work processes.
<b>Desirable Attributes</b>	
1.	Knowledge of or work experience within the Higher Education sector.
2.	Familiarity with Technology One Financials system.
3.	Treasury management experience, including managing cashflow and investments.

#### WORKPLACE HEALTH AND SAFETY

- All staff will assist the University to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the University's WHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions

#### UTAS STATEMENT OF VALUES



We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice. We bring these values to life by our individual and collective commitment to:

- \* Creating and serving shared purpose
- \* Nurturing a vital and sustainable community
- \* Focusing on opportunity
- \* Working from the strength diversity brings
- \* Collaborating in ways that help us be the best we can