

POSITION DESCRIPTION

Administration and Finance
Chancellery

Senior Corporate Finance Analyst

POSITION NUMBER	0042959
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	PCS 8 - \$95,844 - \$103,739 p.a.
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Full-time (fixed-term) position available for 6 months
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Daniel Baird Tel +61 3 8344 4929 Email: daniel.baird@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
<http://about.unimelb.edu.au/careers>

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

CHANCELLERY

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

ADMINISTRATION AND FINANCE

Administration and Finance, within the Chancellery, provides corporate, financial and Human Resources services to the University including:

- Management of fixed assets
- University budgeting
- Financial performance
- HR leadership
- Workplace Relations
- Capability and talent.

ABOUT THE ROLE

Position Purpose:

The Senior Corporate Finance Analyst works with and assists the Director Corporate Finance to:

- Oversee and monitor the University's strategic infrastructure plan, determine the related capital expenditure budget, and develop appropriate funding strategies.
- Oversee investment reporting and manage relationships with fund managers and investment consultants who manage the University's financial investments
- Manage the efficient and effective allocation of the University's financial resources.
- Develop functional excellence for finance and establish, foster and maintain strong working relationships across the University.

Reporting line: Director Corporate Finance

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: N/A

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Moderate

Judgement: Significant

Operational context: University wide

Key External Relationships:

- Investment manager/s (currently Victorian Funds Management Corporation)
- Advisors (legal, accounting, tax, corporate and banking)
- Financiers and credit rating agencies (e.g. debt investors, banks, agency services, Standard & Poors and Moodys)
- Relevant Commonwealth and State government departments and agencies

Key Internal Relationships:

- Vice-Principal Administration and Finance & CFO
- Executive Director Finance
- University Executive
- Senior managers within Chancellery & University Services Deans, Faculty Executive Directors and other senior professional staff in Academic Divisions
- Chancellery Finance team

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Assist the Director Corporate Finance with the management, analysis and reporting of the University's capital plan. The University has a multi-billion dollar capital infrastructure outlook over the next 8-10 years.
- Assist the Director Corporate Finance with oversight and reporting of the University's financial investments including management of fund managers and investment consultants.
- Assist management of the major project framework stage gate process, including evaluation of project business case feasibility and viability.
- Ensure the compliance with financing obligations and undertakings under corporate and project financing facilities including timely debt and treasury payments, satisfaction of conditions precedent, the timely coordination and provision of financial statements and reports for lenders. This includes liaison and negotiations with lenders, internal stakeholders and advisors.
- Assist the Director Corporate Finance with the management of the University's cash flow position to optimise working capital and ensure financial sustainability. This will include updating and monitoring cash flow forecasts, and managing short term investments.
- Fostering and maintaining relationships with investors, banks, rating agencies, fund/investment managers and advisors.
- Assist with corporate and project financing execution including the preparation of key documentation, financial modelling and analysis. This will include assisting with the issues associated with debt raising process.
- Effectively manage foreign exchange, interest rate and credit risk via regular monitoring of exposures, execution of interest rate, foreign exchange, and other financial hedges and derivatives as required, ensuring compliance with financial risk management policy.
- Ensure timely issue of all bank guarantees and letter of credits and maintain a register of all such instruments issued by the University.
- Assist the Director Corporate Finance to provide financial and commercial advice, conduct commercial negotiations, M&A analysis, develop innovative, feasible business propositions to leverage the University's financial position and improve financial performance & outcomes.
- Other ad hoc corporate finance related projects as required.

Selection Criteria:

Required Qualifications, Skills & Experience:

1. Undergraduate degree in commerce, business or economics;
2. Moderate experience in corporate finance, treasury or investments;
3. Demonstrated expert skills in financial modelling and analysis;
4. Demonstrated report writing skills;
5. Experience in large complex organisation/s operating in a capital intensive industries;
6. Strong communication and stakeholder management skills, both written and verbal;
7. Strong commercial acumen and risk awareness;
8. Positive can do attitude, initiative, flexibility and desire to grow and learn;
9. Ability to work independently and as part of a team;
10. Ability to manage competing priorities and work across multiple diverse projects co-currently;

Desirable:

11. Relevant post graduate and or professional qualifications (e.g. Masters in Finance, CPA, CA or CFA).