

**Position Title:** Director (Finance)  
**Position Classification:** FAR  
**Position Number:** 315159  
**Faculty/Office:** Corporate Services  
**School/Division:** Finance  
**Centre/Section:**  
**Supervisor Title:** Executive Director Corporate Services  
**Supervisor Position Number:**

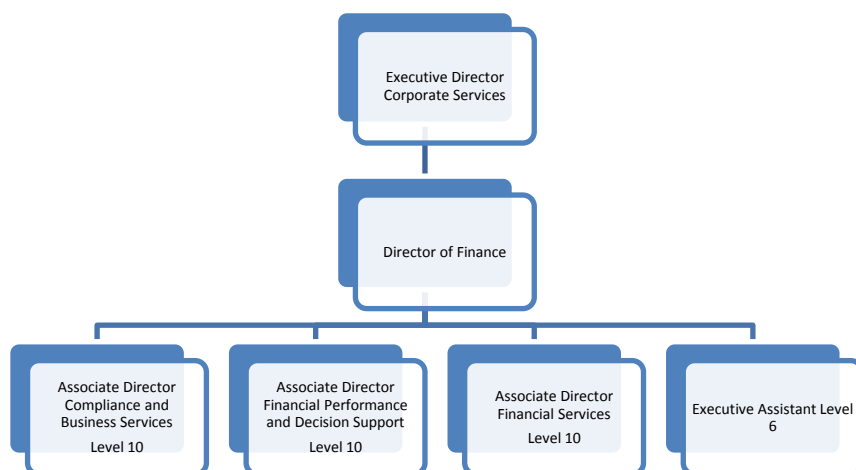
## Your work area

The Finance mission is “to actively develop the financial management framework for the University community, University Executive and Committees; to support appropriate stewardship of the University’s finances through the provision of financial management tools, advisory services and financial oversight, supported by strategic procurement and a proactive risk focused investment philosophy.

Finance supports the mission of the University by providing a high quality, flexible and responsive financial management and advisory service including provision of corporate financial services, and the provision of training and support to the University’s devolved financial management structure and for the University’s finance system.

Finance strives to encourage collaboration with the University Executive, Faculties/Offices and business units to build financial management practices and financial capacity through better practice, benchmarking, target setting, forecasting and performance analysis and reflecting the changing demands arising from both the internal and external environments. Through this activity, Finance supports the University’s primary resources objectives.

## Reporting Structure



Direct Reports :Executive Assistant, Associate Director Financial Compliance and Business Services, Associate Director Financial Performance and Decision Support, and Associate Director Financial Services.

Teams: Financial Compliance and Business Services, Financial Performance and Decision Support, and Financial Services.

## **Your role**

This position will be responsible for ensuring the provision of financial management, investment and accounting of University revenue, expenditure and assets to comply with legislation, commonwealth and state government reporting requirements and professional accounting standards. The position reports to the Executive Director Corporate Services, and leads the Finance team to fulfil their financial responsibilities.

## **Key responsibilities**

The position undertakes the following duties:

Provides leadership to the Finance team at the University including managing relationships with key stakeholders and ensuring high standards of service delivery within the University.

Leads and investigates the development, implementation and continuous improvement of financial plans, strategies, policies and processes to ensure effective and efficient financial management and accounting.

Leads the development and review of financial management systems, policies and procedures to support the highest standards of financial accountability and transparency across all areas of the university.

Evaluates the financial management performance of the university against all strategic plans and provides financial forecasts and recommends strategies or implements improvement actions as required.

Provides advice and reports on financial matters to the Vice-Chancellor, Executive, University Planning and Resources Committee and senior management.

Ensures the preparation of the University Annual financial statements and financial reports in accordance with relevant legislation and university requirements. Ensures timely and compliant financial reporting to internal and external stakeholders.

Maintains and develops relationships with other universities, commonwealth and state government agencies and professional associations to ensure information on trends, best practice methodologies, options and potential developments are applied to University systems, processes and practices.

Leads the preparation and approval for the development and ongoing management of University operating budgets.

Evaluates the performance of external property and investments to ensure the best interests of the University are maintained.

Other duties as required.

### **Your specific work capabilities (selection criteria)**

A degree or tertiary qualification in business, accounting or relevant discipline

Full professional membership of a recognised Australian accounting body.

Extensive and significant experience in financial management at a senior level

Extensive experience in leadership and management of staff, including cultivating a culture of continuous improvement and high levels of customer service

Demonstrated successful interaction and deliverables with and to senior executive management and boards or committees in the provision of comprehensive financial management and accounting advice

Proven record in conducting investigations and providing financial and strategic recommendations on business or investment activities

Relevant extensive experience in a higher education environment with multiple funding arrangements

A sound knowledge of State and Commonwealth Government legislative requirements relevant to the higher education sector

### **Special Requirements**

A current National Police Clearance Certificate is required.

### **Compliance**

#### **Workplace Health and Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

#### **Equity and Diversity**

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at [http://www.hr.uwa.edu.au/publications/code\\_of\\_ethics](http://www.hr.uwa.edu.au/publications/code_of_ethics), <http://www.equity.uwa.edu.au>