

Position Description

Senior Manager, Business Partnering and Analysis

Position No:	50143033
Department:	Finance
School:	Vice-President (Administration)
Campus/Location:	Melbourne (Bundoora)
Classification:	ESMC1
Employment Type:	Fixed Term, Full time
Position Supervisor:	Chief Financial Officer
Number:	50019549
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

For enquiries only contact:

Justin Bolton, TEL: (03) 9479 1073 Email: j.bolton@latrobe.edu.au

For Human Resource Use Only

Initials: Date:

Position Description

Senior Manager, Business Partnering and Analysis

POSITION CONTEXT:

The La Trobe University Finance Team is responsible for fiscal leadership of the University including:

- Providing strategic financial and investment advice;
- Leading and directing financial planning, strategy, policy and accountability; and
- Providing quality and efficient financial services to the organization
- Driving enhanced commercial outcomes

In delivering that charter, this position will have the accountability for delivering outcomes and driving service improvements for all internal and external business partner forecasting, planning, reporting and analysis. The responsibilities include:

- High-level, accurate and timely financial direction and advice to University leadership to maximize University finances and resources
- University budget development, monitoring and strategic analysis of financial position and performance, including future resource allocation
- Lead and develop the business partnering model with College and Divisional leads to ensure timely delivery, standardisation and improvement of quality management reporting
- Managing corporate statutory reporting, investment portfolio, taxation and insurance

KEY AREAS OF ACCOUNTABILITIES:

Business Partnering

- Ensure financial performance and improvement across the University by leading the provision of accurate and timely, consultative financial direction, guidance and advice to client areas on forecasting, budgeting, management reporting and financial management policies and procedures
- Managing the proactive partnering with College/Research/Divisions
- Contribute to a culture of financial performance and improvement across the University by driving the acceptance and adherence to proven financial management methodologies, frameworks and tools
- Ensure College/Divisional financial performance is aligned to the University's Strategic Plan and operating objectives by directing the monitoring of Monthly Management Reports and by providing financial performance analysis and suggested actions for improvement to College/Divisional leadership
- Oversee the Research compliance and reporting to external government agencies and body

Corporate Planning and Budgeting

- Consult and assemble the University's overall financial strategy to ensure the organisation anticipates and responds to changing business conditions.
- Support effective financial management, plans and strategies for the University by directing the development and management of University and College/Division annual budgets, as well as the consolidated budget process across all fund sources. This includes ensuring the integration of cost drivers for all budget developments and reporting
- Ensure the consolidation of the University's budget model and 3-year planning cycle (i.e. aligns Student Load planning/ forecasting with the University's Budget and financial plans) by

For Human Resource Use Only

Initials: Date:

leading and managing the continuous development of appropriate financial forecasting tools and methodologies

- Ensure clients are able to readily identify and qualify budget variances by providing operational reports to enable tracking against budget

Corporate Reporting

- Provide strategic guidance and expert advice to Finance and University managers to ensure that the University is applying best practice approaches and is compliant with financial legislation and regulation across all activities such as Corporate Governance; Risk Management; Accounting and Statutory Reporting; Taxation; and Insurance
- Directing and managing the University's Investment Portfolio, Taxation Services, Banking Services and Treasury practices to ensure appropriate cash-flow controls
- Managing key stakeholder relationships including Banking, External Auditing and Advisory Services.
- Contribute to the achievement of the University's operational plans and strategic objectives by leading and managing the review, coordination, monitoring and reporting of the University's capital budgets, actual spend and forecasts. Ensuring University asset valuations and annual asset stock-takes are completed within respective timeline.

Finance Division and Leadership

- As a key member of the Finance management team, collaborate with the CFO to develop, implement and monitor Finance division's operational plans, strategy, policies
- Ensure Finance and University operating objectives are met by providing leadership, management, direction and performance development to empower staff; by driving a healthy and positive work culture and by driving the achievement of a high level of client service
- Promote, drive and build a climate of continuous improvement to ensure high quality service delivery of the Finance division
- Work collaboratively across the Finance team to ensure the shared goals of the team are achieved.
- Ensure a safe and healthy workplace for staff by modelling and promoting practices in accordance with LTU policy and relevant legislation
- Undertake any other duties and responsibilities assigned by the CFO

KEY SELECTION CRITERIA:

ESSENTIAL

- Post graduate qualifications in finance or related discipline (CPA, ICAA or equivalent)
- A strong and successful track record of executive experience in financial best practice and application within large complex organisations
- Experience in managing specialist financial functions at a strategic and operational level, including management accounting, taxation, resource and budget planning, and financial systems development.
- Driving change and delivering innovation via financial management functional reforms and change initiatives.
- Demonstrated development of sustainable, effective and productive working relationships across the organization to deliver entity goals and objectives
- Development of financial and leadership talent including succession planning
- Demonstrated high level communication and inter-personal skills.
- Demonstrated capacity to build effective performance based culture.
- Ability to work collaboratively with colleagues.

For Human Resource Use Only

Initials: Date:

- Demonstrated commercial acumen.

DESIRABLE

- Knowledge and understanding of the Tertiary Education Act, Financial Management Act and Audit Act, and the Australian Accounting Standards preferred

Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

LA TROBE CULTURAL QUALITIES:

Our cultural qualities underpin everything we do. As we work towards realising the strategic goals of the University we strive to work in a way which is aligned to our four cultural qualities:

- We are **Connected**: We connect to the world outside — the students and communities we serve, both locally and globally.
- We are **Innovative**: We tackle the big issues of our time to transform the lives of our students and society.
- We are **Accountable**: We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.
- We **Care**: We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities.