

FINANCE BUSINESS PARTNER

DEPARTMENT/UNIT	Research and Revenue Accounting Services
FACULTY/DIVISION	Office of the Chief Financial Officer and Senior Vice-President
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	211 Wellington Road, Mulgrave

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The **Office of the Chief Financial Officer and Senior Vice-President** is one of the professional services portfolios supporting the University's core businesses of education and research. We provide best practice financial advice and services to the University. These include financial accounting, taxation, budgeting and reporting, procurement to payments, research and revenue accounting, business strategy, the University's banking relationships, investment funds and borrowings and the management of major projects with complex financial and legal dimensions. For more information on the work we do, [please visit our website](#).

Research and Revenue Accounting Services (R&R) provides finance business partnering services to researchers, project managers and faculty finance teams by supporting project costing and providing financial advice across the duration of projects. For more information about us, [please visit our website.](#)

POSITION PURPOSE

The Finance Business Partner is responsible for delivering high-quality, proactive and pre-emptive R&R accounting advisory and support services to clients in a business partnering model. The incumbent contributes R&R accounting expertise for financial advice, resolves challenging accounting issues and oversees/prepares budgets and associated financial reporting for research grants and contracts. The Finance Business Partner sustains effective working relationships with colleagues and clients and is a source of authoritative advice and decision-making support in relation to R&R accounting.

Reporting Line: The position reports to the Manager under broad direction

Supervisory Responsibilities: The position supervises a team of up to 2 that may consist of a Management Accountant and an Accounting Officer

Financial Delegation: Not Applicable

Budgetary Responsibilities: Yes, in line with Key Responsibilities

KEY RESPONSIBILITIES

1. Provide proactive and pre-emptive operational management of R&R finance business partnering services, according to best practice, and Key Performance Indicators
2. Partner with the clients to maximise the use of research funding
3. Undertake budget/forecast and management reporting responsibilities for research grants/contracts, including developing complex budgets as part of funding proposals, budget analysis, monitoring performance against forecasts, reporting and recommending solutions to issues before they arise
4. Proactively understand client needs to assist and advise within the R&R service delivery scope
5. Provide leadership and management to team members to deliver R&R finance business partnering services, including work prioritisation, developing, coaching and mentoring staff, managing performance and encouraging excellence/continuous improvements in service delivery
6. Build and sustain relationships with an extensive network of colleagues, clients and stakeholders and use these to facilitate cooperation and promulgate information about the services and goals of the R&R function
7. In consultation with the R&R leadership team, prepare and present briefs, reports and other written advice on a range of complex financial management, budget analysis and policy issues
8. Contribute to the planning, management and effective implementation of continuous improvement activities relating to R&R practices, protocols, quality assurance standards and customer service excellence
9. Contribute knowledge and expertise towards a range of processes, such as policy development, governance, management decision-making, change management, high level internal reviews, business planning and performance delivery/improvements towards the achievement of best practice R&R accounting services
10. Adhere to, and guide others to comply with, all University, financial, tax and legal requirements, policies and provisions as they relate to the R&R accounting function

11. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree qualification in business or accounting, with current CA/CPA accreditation and extensive relevant experience; or
 - extensive experience and management expertise in technical or administrative fields; or
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Demonstrated wide experience in providing finance related advice and expertise in preparing and monitoring complex budgets
3. Excellent ability to communicate with impact, including the ability to prepare professional documentation for various audiences, advise and negotiate at high levels and effectively communicate complex financial information to people with varying levels of financial literacy
4. A demonstrated commitment to leading and delivering excellence in customer service along with a proactive, solutions focused attitude
5. Ability to understand your role in the context of the University and understand your role in helping the organisation reach its strategic objectives
6. Commercially minded with strong financial acumen
7. Excellent research, analytical, conceptual and problem-solving skills
8. Outstanding organisational skills with the ability to plan & prioritise multiple tasks, meet deadlines and maintain excellent attention to detail/accuracy
9. Excellent computer literacy, including experience using SAP or a similar financial management system for financial data analysis
10. Demonstrated leadership skills, including the ability to lead, motivate, coach & develop staff and plan & allocate work to meet objectives
11. Demonstrated ability to work as an effective member of a team as well as being able to exercise substantial levels of independence, judgement and initiative

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- This position will require a successful National Police Record check

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.