

SENIOR FINANCE COORDINATOR

DEPARTMENT/UNIT	Monash Sustainable Development Institute
FACULTY/DIVISION	Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	Clayton Campus

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 – [#ChangeIt](#) with us.

The Portfolio of the **Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)** is responsible for the development, implementation and continuous improvement of the University's research vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University's strategic plan. Reporting to the President and Vice-Chancellor and as an integral member of the University's executive team, the DVCR further advances the University's research performance, diversifies research funding, oversees research infrastructure strategy, and fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation within Monash and with global research partners. Further information about the University's organizational and governance and structure is available at www.monash.edu/about/structure.

As a leading interdisciplinary research and education institute, **Monash Sustainable Development Institute (MSDI)** is advancing the wellbeing of people and planet, for current and future generations. Monash University has a wealth of sustainable development expertise across its ten faculties. MSDI engages across Monash to bring together applied and transdisciplinary researchers, practitioners and students to advance systems transformation for sustainable development; and provides a platform to create change through deep collaboration, working in close partnership with government, industry and communities to amplify our impact. MSDI is also host to the Sustainable Development Solutions Network (SDSN) Australia, New Zealand and Pacific Regional Centre. We offer forward-thinking study programs and courses that enable people and organisations to engage with and respond to some of the biggest environmental, economic and social issues facing our world today. For more information, please visit www.monash.edu/msdi.

POSITION PURPOSE

The **Senior Finance Coordinator** provides a range of services to support the Finance and Contracts Manager in response to MSDI's externally funded research and commercial projects and to ensure smooth and professional management. The incumbent will foster a collaborative working relationship with Monash and MSDI colleagues by coordinating and contributing to contract and tendering processes including providing specialist support on research costing and pricing.

The **Senior Finance Coordinator** directly supports MSDI research leaders and project managers, through the development of program budgets, and contributing to the timely production of forecasting and acquittal reporting. The position provides subject matter expertise in the design and implementation of project, financial and contract management processes and essential support services to staff by efficiently responding to purchasing and invoicing requests and amendments to payroll distributions as well as training MSDI staff on finance systems and processes.

The person in this role will have a high level of independence, and will maintain relationships across Corporate Finance areas including Financial Resources Management (FiRM), Research & Revenue Accounting Services (R&R) and Strategic Procurement and Purchasing (P2P) as the representative for MSDI to ensure effective delivery of services within a complex environment.

Reporting Line: The position reports to Finance and Contracts Manager under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Yes, in accordance with the University delegations schedule

Budgetary Responsibilities: The position is responsible for developing budgets in accordance with University requirements

KEY RESPONSIBILITIES

- 1. Financial Planning and Analysis:** Provide a range of financial services including independently managing project costings, initiating and maintaining project funds, invoicing, credit card reconciliations, procurement of contractors and service providers in accordance with University policy and procedures
- 2. Budget Management:** Prepare budgets and forecasts for research grants and contracts and assist with processing and tracking expenditure against those budgets, including contributing to cost centre level budgeting and forecasting
- 3. Specialist Advice and Support:** Provide authoritative advice on project costing and pricing, financial processes and management of expenditure associated with implementing projects

4. **Stakeholder Engagement:** Provide high levels of customer service in accordance with best practice guidelines, University policy and procedure related to finance, expenses and contract management
5. **Business Systems and Process Improvement:** Provide specialist support in business systems and databases such as Coupa, Concur, ClickUp and PURE with adherence to accuracy, privacy, confidentiality and compliance requirements, and to ensure business processes are automated or streamlined. Assist the Finance and Contracts Manager to develop the annual budget and report performance to support the achievement of MSDI goals and vision
6. **Continuous Improvement:** Work closely with peer MSDI staff to lead and participate in communities and practice and continuous improvement activities to streamline processes, facilitate administrative efficiency and support staff training in systems.
7. **Operational Issue Resolution:** Independently undertake research, investigate options and provide recommendations and advice on a range of project and finance related issues with reference to University policies, procedures and guidelines
8. **Data Analysis and Reporting:** Develop, establish and maintain effective record management, filing and reporting systems to maintain records, manage documentation and coordinate workflow
9. **Contract and Agreement Management:** When required, assist the Senior Contracts Officer to raise matters with the Office of the General Counsel and Contract Management Office and liaise with contracting parties to ensure that Institute contracts a) appropriately consider specific academic needs, such as publication and intellectual property rights requirements and b) comply with university requirements and the law

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A degree qualification in a relevant field with 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

1. Extensive experience and expertise in finance transactions and experience in developing, preparing and monitoring budgets, forecasting and income/expenditure management.
2. Demonstrated relationship management, collaboration and consulting skills, including the ability to work with research and training delivery teams, interact with a diversity of stakeholders and effectively communicate financial information and compliance requirements to people with varying levels of financial literacy
3. Highly developed planning and organisational skills, with experience establishing priorities, implementing improvements, meeting deadlines and support projects from inception to completion.
4. A commercial mindset with highly developed numeracy, analytical and problem-solving skills including the ability to identify and recommend solutions to challenging issues
5. Demonstrated accuracy and attention to detail, ability to draft and prepare a range of documentation and appropriately handle confidential and sensitive information
6. Demonstrated ability to work as an effective member of a team and ability to exercise independence, sound judgement and initiative

7. Highly developed computer literacy, including experience using business software such as the complete Microsoft Office suite, Zoom and Google Suite
8. Experience and/or knowledge of SAP, CRM platforms such as Coupa and project management / task management software such as ClickUp

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

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.