**Position Title** Manager, Financial Applications & Business Solutions

**Classification** Level 9

**School/Division** Finance

**Centre/Section** Financial Compliance

**Supervisor Title** Head of Financial Compliance

**Supervisor Position Number** 315256

**Position Number** 315326

## Your work area

Finance is responsible for ensuring the financial health and stewardship of the University through the provision of strategic financial advice, the establishment and maintenance of a robust financial management framework, and oversight of key financial operations. This includes the management of the University’s Investment and Endowment portfolio, procurement, and the financial and HR administrative and transactional operations. The Finance Division operates across three core pillars: Financial Compliance, Financial Performance, and Procurement.

In undertaking this role, Finance operates support across the University, from advising the Vice-Chancellery, Executive and Senior leadership team on strategy and performance to supporting staff and students in their purchases and travel arrangements.

## Reporting structure

Reports to: Head of Financial Compliance

Direct reports: Systems Accountant, Applications Specialists

## Your role

Under broad direction, you will be responsible for the strategic oversight and management of the University’s primary financial management applications. This includes ensuring the efficiency, security, and availability of these systems, as well as providing accurate financial management information.

Your role involves leading initiatives to continuously improve financial services and processes, fostering collaboration within Finance, and ensuring that the University’s financial systems meet the evolving needs of the institution.

## Your key responsibilities

Oversee the management and maintenance of the University’s financial applications, including ERP systems, budgeting and forecasting software, and the Travel Management System, ensuring continuous availability, data integrity, and system performance.

Lead strategic initiatives to identify, develop, and implement improvements to financial applications, ensuring the effectiveness and efficiency of critical business processes.

Develop and maintain a role-based user access framework, ensuring appropriate levels of access aligned with the University’s delegations polices and segregation of duties. Conduct regular audits and reporting to ensure compliance.

Collaborate closely with UniIT team to ensure that finance applications meet compliance standards in areas such as cybersecurity, core and database systems, infrastructure, integration protocols and business intelligence.

Serve as a subject matter expert for finance leaders, providing guidance on the setup, configuration and use of financial applications and resolving any issues that arise.

Facilitate the development and implementation of key operational plans, standards and specifications, and evaluate and negotiate modifications, enhancements or upgrades with software and service providers.

Administer online banking platform access in coordination with the Treasury and Investment team.

Participate in internal and external audits, including information systems and financial audits, ensuring compliance and system integrity.

Provide expertise in ad hoc financial analysis and reporting to meets the needs of the business and external regulatory bodies.

Manage critical elements of financial application projects, including costs, scope, time, and resources.

Lead the development of strategic plans, work programs, and initiatives to achieve team and division goals.

Perform other duties as required.

## Your specific work capabilities (selection criteria)

Relevant tertiary qualification in accounting or equivalent competency.

Extensive experience in strategic financial management, with in-depth knowledge of ERP systems and budgeting software.

Excellent written and verbal communication skills, with the ability to translate complex technical concepts into user-friendly language.

Proven organisational skills and experience in the successful planning, development, implementation and ongoing support and maintenance of computerised financial information systems in a large organisation.

Demonstrated ability to lead and manage teams and projects strategically, responding effectively to shifting priorities, demands, and timelines.

Substantial experience in providing responsive, customer-focussed service, including evaluating system effectiveness and recommending enhancements to meet customer needs.

Expertise and knowledge in IT developments related to financial applications, with the ability to innovate and solve complex problems.

Advanced understanding of systems integration, security, and IT governance best practices.

Extensive experience in project management, including the development and execution of detailed project plans.

## Special requirements (selection criteria)

Current National Police Clearance Certificate.

## Compliance

Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see [Code of Conduct](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uwa.edu.au%2Fpolicy%3F%23184F3554-D498-4400-9A86-4282EED06B32&data=05%7C02%7Cadrian.wilks%40uwa.edu.au%7C6d7df9c8d1cd4359fc6a08dc6012779e%7C05894af0cb2846d8871674cdb46e2226%7C0%7C0%7C638490879636655952%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=B8ENMf%2BIGU%2FGqw9b8CJvLQbVCrygOwCXYWgFw%2Byu%2BNY%3D&reserved=0).

To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uwa.edu.au%2Fabout-us%2Fvalues-vision-strategy%2Fdiversity-equity-and-inclusion&data=05%7C02%7Cadrian.wilks%40uwa.edu.au%7C6d7df9c8d1cd4359fc6a08dc6012779e%7C05894af0cb2846d8871674cdb46e2226%7C0%7C0%7C638490879636668252%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=aWUc9IcUvZzuRM59oMe%2B7J4MO5IxrSoN%2FJftKqUviSg%3D&reserved=0).

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