

SENIOR FINANCE & CONTRACTS OFFICER

DEPARTMENT/UNIT	Revitalising Informal Settlements and their Environments (RISE) / Monash Sustainable Development Institute
FACULTY/DIVISION	Office of the Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	Caulfield campus & St Kilda Road campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

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 organisational and governance and structure is available at www.monash.edu/about/structure

As a leading interdisciplinary research, education and impact organisation, **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 <http://www.monash.edu/msdi>

MSDI is leading the AU\$ 60 million interdisciplinary action research program: **Revitalising Informal Settlements and their Environments (RISE)**. RISE is a randomised-control trial (RCT) of a new water-sensitive approach to upgrading water and sanitation services in informal settlements across Makassar, Indonesia and Suva, Fiji. Working with communities, governments, local leaders and partner institutions, RISE is co-designing location-specific solutions that integrate green infrastructure, such as constructed wetlands, to strengthen the whole-of-life water and sanitation cycle. RISE success will be measured by the health and well-being of residents – particularly children under five years of age – and the ecological diversity of the surrounding environment.

RISE is a consortium of 27 world-leading academic, government, industry and NGO institutions. The RISE team includes more than 170 researchers and practitioners from a range of disciplines and backgrounds, including ecology, biology, medicine, engineering, urban design, science, community development, and social science disciplines.

POSITION PURPOSE

The Senior Finance & Contracts Officer applies accounting skills and experience to provide specialist accounting and contracting services to support the RISE Program. This includes undertaking activities such as planning, advising, contract management, budgeting, forecasting, costing, transaction management, economic modelling and analysis, reporting and performance monitoring.

This role involves working closely with stakeholders, internal partners, and the RISE Chief Operating Officer to achieve commercial outcomes and ensure that the team meets its objectives within specified timeframes, budgets, and quality measures. The role includes providing a range of high-level tasks that support the development and implementation of contractual research agreements, program budgets, and related initiatives. The Senior Finance & Contracts Officer is responsible for supporting funding bids and meeting grant deliverables. The individual in this position will be instrumental in coordinating and collaborating with various internal and external business partners to drive the successful delivery of these key initiatives.

The Senior Finance & Contracts Officer also contributes to developing and implementing procedures, financial controls, contract and financial frameworks and processes to improve financial capability and respond to financial management issues, trends and opportunities.

Reporting Line: The position reports to the Operations Manager

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

- 1. Financial Planning and Analysis:** Contribute to planning activities by sharing knowledge and providing input into initiatives that improve financial capability. Coordinate and administer financial services, including budgeting, planning, modelling, forecasting, financial analysis, reporting, and performance monitoring, all in alignment with University policies and strategic priorities.

2. **Specialist Advice and Support:** Provide specialist advice and support RISE leaders and Monash finance team members in monthly forecasting, financial analysis, and administration of finance systems. Offer expert guidance on financial management initiatives, risk issues, compliance with statutory obligations, and business protocols.
3. **Budget Management:** Prepare and manage budgets and forecasts for research and intervention grants and contracts. Assist in processing and tracking expenditure against these budgets to ensure alignment with financial goals.
4. **Contract and Agreement Management:** Plan, coordinate, and undertake activities related to research and commercial engagement agreements. Seek legal advice, negotiate and finalise contracts, and ensure compliance. Develop and maintain finance and contract management procedures in line with University policies.
5. **Stakeholder Engagement:** Build, nurture, and maintain strong relationships with internal and external stakeholders, including University departments, government agencies, businesses, and non-profit organisations. Facilitate communication, understand business needs, and deliver effective, consistent services.
6. **Continuous Improvement:** Lead and participate in continuous improvement activities to streamline processes and enhance administrative efficiency. Oversee and report on process and service efficiency, implementing performance improvement measures as needed.
7. **Risk Management:** Proactively identify and alert management to any risks or issues that could compromise quality or timelines. Propose and implement mitigation strategies to ensure project success.
8. **Data Analysis and Reporting:** Collect and critically analyse quantitative data, preparing comprehensive reports for management. Support business decision-making by providing insights into financial capability, operating performance, and growth opportunities.
9. **Compliance and Governance:** Ensure adherence to all relevant financial management procedures, policies, and regulations. Provide expert advice on statutory and regulatory obligations, contributing to developing and reviewing finance-related controls, policies and procedures.
10. **Operational Issue Resolution:** Investigate and resolve finance, contracts, and operational issues, ensuring effective and efficient financial service delivery.
11. **Other Duties:** Undertake additional duties as directed, contributing to the broader goals and success of the team and the University.

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 experience and capabilities in financial management, budget development and reporting, systems improvement, project costing, quality control, financial analysis and monitoring with a focus on excellence in customer service

3. Knowledge of accounting standards and legislation and ability to apply these in a complex financial operating environment, including in establishing frameworks and control processes for managing financial information through international business partners.
4. Highly developed planning and organisational skills, with experience establishing priorities, implementing improvements and meeting deadlines
5. Demonstrated financial investigative and modelling skills, including the extraction and analysis of large data sets using advanced spreadsheeting skills and experience in relevant accounting and financial reporting systems
6. Demonstrated numeracy, analytical and problem-solving skills including the ability to identify and recommend solutions to challenging issues
7. Highly developed interpersonal and communication skills with the ability to prepare professional documentation for various audiences, including those with varying levels of financial literacy
8. Demonstrated ability to work as a highly effective member of a team as well as the ability to exercise high 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 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.