

SENIOR FINANCE BUSINESS PARTNER

DEPARTMENT/UNIT	Business and Economics Finance Services
FACULTY/DIVISION	Faculty of Business and Economics
CLASSIFICATION	HEW Level 8
DESIGNATED CAMPUS OR LOCATION	Caulfield 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 **Monash Business School** operates across all three Australian campuses (Caulfield, Clayton and Peninsula) and, together with our overseas campuses, makes up Monash University's Faculty of Business and Economics. The Monash Business School is structured into seven discipline-based departments (Accounting, Banking and Finance, Business Law and Taxation, Econometrics and Business Statistics, Economics, Management, and Marketing), and a number of research centres, units and groups (in specialist areas such as health economics, development economics, finance, industry engagement and policy) and one specialist group (Leadership & Executive Education).

To support the core operations and strategic priorities of the Monash Business School, administrative functions are divided into six dedicated areas: Engagement and Marketing Services,

Finance Services, Operational Services, Performance and Quality Services, Research Services, and Student and Education Services. Each team has areas of functional specialisation that are aligned with central functions in the co-delivery of services, fostering excellence in service delivery, and capitalising on strategic opportunities for growth and diversification in research and education.

To learn more about the Monash Business School, please visit our [website](#).

The Finance Services group plays a critical role in the effective and sustainable management of the Monash Business School's financial position, and partners with organisational units within the School to oversee and support the development of strong and consistent financial management capability. The Finance Services group is the key interface and link with the University's central finance and resource management teams, and includes staff with specialist skills in management accounting, business partnering, revenue and expenditure reporting, financial modelling and analysis.

POSITION PURPOSE

The Senior Finance Business Partner provides best practice services in the areas of budget planning, forecasting, analysis and reporting for allocated Monash Business School client groups. The role works as a key member of the finance team and plays a critical role in developing strong financial management and budgeting capabilities across the School by providing expert advice and support to Faculty and University client groups. This includes overseeing and monitoring annual budget processes, allocation of teaching revenue, student FTE analysis and reporting, managing audit and legal compliance, modelling and monitoring revenue and expenditure, and ensuring that budgets are based on sound financial plans for the relevant cost centres.

The Senior Finance Business Partner also manages and oversees a disciplined monthly reporting schedule and the development and implementation of effective budget control systems, including intervention strategies and solutions to address financial management issues

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

Supervisory Responsibilities: This position provides direct supervision to two staff

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

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Contribute to strategic planning and achievement of business unit goals by developing solutions to improve financial capability and respond to issues, trends and opportunities
2. Undertake, manage and co-ordinate a range of complex financial management activities aligned to business needs including: budgeting, planning, modelling, forecasting, financial analysis, reporting and performance monitoring in accordance with University policies, procedures and strategic priorities
3. Manage and develop a highly trained, motivated and efficient team with a focus on service excellence
4. Manage and co-ordinate a work environment of continuous review and improvement activities relating to financial management practices, processes and service provision
5. Undertake and oversee actions to support business decision-making including complex analysis to inform financial capability, operating performance and business growth opportunities

6. Manage and advise on risk issues associated with financial management initiatives and changes, including compliance with statutory and regulatory obligations, business protocols and standards
7. Implement and oversee projects, including development and review of finance related policy and procedure, financial management initiatives and changes to practice in response to legislative change or advances in technology
8. Develop and maintain strong partnerships with other relevant business units, functional areas and key staff, including provision of expert advice
9. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - Postgraduate qualifications or progress towards postgraduate qualifications in business or accounting, with current CA/CPA accreditation and extensive relevant experience; or
 - extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Excellent operational management skills and substantial experience and capabilities in strategic budget development and reporting, systems improvement, project costing, quality control, business partnering, financial analysis and monitoring in a large and complex organisation
3. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
4. Demonstrated stakeholder management, business partnering and influencing experience
5. Staff management experience with the ability to motivate and develop high performance
6. Highly developed interpersonal and communication skills with the ability to negotiate and build consensus at levels and including those with varying levels of financial literacy
7. Demonstrated financial, auditing and investigative skills, including the use of current computer aided software, reporting and financial systems
8. Excellent numeracy, analytical and problem-solving skills including the ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
9. Advanced computer literacy, and experience in ERP and business intelligence tools (e.g. Power BI)
10. Current knowledge of accounting standards and legislation and ability to apply these in complex financial operating environment

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
- A current satisfactory Working With Children Check is required
- This position will require a successful National Police Record check
- A current satisfactory Finance Check is required

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.