

FINANCE BUSINESS PARTNER

DEPARTMENT/UNIT	Business and Economics Finance Services
FACULTY/DIVISION	Faculty of Business and Economics
CLASSIFICATION	HEW Level 7
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 Finance Business Partner provides best practice services in the areas of budget planning, forecasting, financial analysis and monthly reporting. The role works closely as a key member of the finance team and with client groups in the provision of expert advice and support, will be a trusted advisor and add value to assist with evidence-based insights for strategic decision making. With a blend of technical accounting and business partnering skills the Finance Business Partner is expected to balance both financial and operational needs to provide tailored and business focused solutions to support operational objectives and the strategic plan.

The Finance Business Partner contributes to the development and monitoring of budget and forecast process, detailed profit and loss analysis, financial modelling and monitoring of revenue and expenses using data derived from multiple sources, support and advise of other ad hoc queries/reports as required.

Reporting Line: The position reports to the Senior Finance Business Partner under broad direction

Supervisory Responsibilities: Not applicable

Financial Delegation: The position has an authorised financial delegation of \$20,000

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Perform and co-ordinate a range of complex financial management activities aligned to business needs including: budgeting, planning, modelling, forecasting and financial analysis, reporting and performance monitoring in accordance with Monash Business School and University policies, procedures and strategic priorities
2. Develop and maintain conceptual and operational knowledge of business unit and University costing systems, models and procedures to ensure accuracy of reports, consistency of service and prompt issues resolution
3. Provide specialist advice and support to clients and finance group members in relation to monthly reporting and forecasting, financial analysis including management and administration of finance systems and processes
4. Contribute to strategic planning and achievement of business unit goals by developing strategies, initiatives and solutions to improve financial capability and respond to issues, trends and opportunities

5. Actively participate in and implement continuous improvement activities relating to financial management systems, finance practices, processes and protocols, performance measures and service efficiency
6. Provide support by way of evidence-based insights and analysis to inform strategic decision-making across the Faculty including complex financial and data analysis to inform financial capability, operating performance and business growth improvements
7. Manage and advise on risk issues associated with financial management initiatives and changes including compliance with statutory and regulatory obligations, business protocols and standards
8. Contribute to the review of finance policies, practices, program activities and operational frameworks, including the establishment of effective control and compliance monitoring mechanisms
9. Contribute to projects, development and review of finance related policy and procedure, including financial management initiatives and changes to policies, procedures and legislation
10. Develop and maintain strong partnerships with relevant business units, functional areas and key staff, including provision of expert advice
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 experience and capabilities in preparation and provision of financial insights and analysis including the development and monitoring of budgets, implementation of effective financial systems and processes, financial analysis and reporting with a focus on excellence in customer service
3. Excellent operational management skills and experience in strategic budget development and reporting, systems functionalities and improvements, project costing, quality control, financial analysis and monitoring in a large and complex organisation
4. Excellent organisational skills, including the ability to take ownership and responsibility of tasks, set priorities, manage time and plan work to meet deadlines
5. Highly developed written and verbal communication skills, including the ability to engage with and influence a diverse range of stakeholders with varying levels of financial literacy
6. Highly-developed computer literacy, including experience using finance systems and software, ERPs, business intelligence tools (e.g. Power BI), advanced Excel and experience in interpreting and analysing complex data with the ability to build financial models
7. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative
8. Excellent numeracy, analytical and problem-solving skills including the ability to quickly assimilate new concepts and information and deliver positive, innovative solutions

9. Knowledge of accounting standards and legislation and their application in a 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

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.