



### Position Description

<b>Position Title:</b>	Manager (Financial and Staff Resources)
<b>Position Classification:</b>	Level 9
<b>Position Number:</b>	315297, 315312, 315313, 315314, 315898, 316477
<b>Faculty/Office:</b>	Finance
<b>School/Division:</b>	Financial Services
<b>Centre/Section:</b>	Financial and Staff Resources – Service Delivery Centre
<b>Supervisor Title:</b>	Associate Director, Financial Services
<b>Supervisor Position Number:</b>	315257

### Your work area

Finance supports the mission of the University by providing a high quality, end-to end, flexible and responsive financial management and advisory service including provision of corporate financial services

The University's professional service delivery model was created to deliver effective and efficient end to end services across the whole University. The model includes all core services of the University and creates functionally aligned services delivered through Service Delivery Centres.

### Reporting Structure

Report to: Associate Director, Financial Services  
Dotted line reporting to: Head, Faculty Service Delivery (where relevant)

Direct Reports: Senior Management Accountant; Management Accountant;  
Assistant Manager, Financial and Staff Resources

### Your role

The Manager, Financial and Staff Resources will lead the Service Delivery Centre financial and staff resources team to ensure key strategic and operational decisions are made with appropriate consideration and understanding of financial impacts. As the appointee, you will act as a leader of change and transformation by driving a business partnership and service delivery model that links Finance and operational delivery of business strategy.

The team is committed to providing a quality outcome with a focus on continuous improvement.

### Key responsibilities

Act as the principle finance advisor to the Faculty/Senior management and Executives.

Lead and manage a comprehensive financial and staff resources team, including the management accounting function, transactional and purchasing support, and delivery of front-line staffing services in the provision of technical and expert advice in financial management and staff resources.

Drive the development of positive finance business partnership with key stakeholders to build financial literacy and promote proactive business practices.

Lead the management and ongoing development of budgets and undertake the relevant financial planning and analysis to support budget development and strategic business planning, resource allocation and decision making.

Provide detailed comparisons and trend analysis and reports on the Faculty/Portfolio finances and staff resources to facilitate strategic planning and decision making.

Lead in the financial management of externally funded research grants and other funding arrangements to ensure financial management and reporting requirements are met.

Build a culture of continuous improvement through cultivating an environment of excellent customer services and positive staff engagement; critically appraising current process and proactively identifying opportunities.

Lead financial risk management and compliance and ensure that all financial transactions comply with governing legislation, regulations, and policy and compliance requirements through the proper application of management controls.

Communicate and implement procurement's policies, mission, vision, guiding principles, plans, best practice strategies, processes and tools, to ensure alignment with the needs and mission of the University.

Collaborate with Finance teams in Central Unit to ensure that support provided by the SDC contributes to the overall commitment of Finance to deliver service excellence.

Other duties as directed.

### **Your specific work capabilities (selection criteria)**

A degree or other tertiary qualification in accounting or related discipline.

Full professional member of a recognized Australian or International equivalent accounting body.

Excellent analytical skills with a proven record of actual and forecasting analysis and reporting in a complex multi-fund environment.

Proven record of planning, preparation and implementation of financial process documentation.

Substantial knowledge and experience in financial management, financial legislation and accounting best practice standards, budgeting and forecasting, reporting and performance analysis and monitoring and development of governance and internal control systems.

High level understanding of University policies relating to financial management.

Demonstrated high level experience and skills in planning, organizing and providing successful customer focused financial management services in a large and complex environment.

Broad experience in reviewing, developing and/or improving financial management systems, policies, procedures and practices.

Excellent research, analytical and interpretative skills.

Strong interpersonal, verbal and written communication skills with the ability to relate to diverse groups within the University and externally.

Commitment to providing a high level of quality customer service.

### **Special Requirements (selection criteria)**

A current National Police Clearance Certificate is required.

### **Compliance**

**Workplace Health and Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

**Inclusion & Diversity**

All staff members are required to comply with the University's Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at

<http://www.hr.uwa.edu.au/policies/policies/conduct/code>, <http://www.web.uwa.edu.au/inclusion-diversity>

## Position Description

<b>Position Title:</b>	Manager (Financial and Staff Resources)
<b>Position Classification:</b>	Level 10 Grade 1
<b>Position Number:</b>	315297, 315312, 315313, 315314, 315898, 316477
<b>Faculty/Office:</b>	Finance
<b>School/Division:</b>	Financial Services
<b>Centre/Section:</b>	Financial and Staff Resources - Service Delivery Centre
<b>Supervisor Title:</b>	Associate Director, Financial Services
<b>Supervisor Position Number:</b>	315257

## Your work area

Finance supports the mission of the University by providing a high quality, end-to end, flexible and responsive financial management and advisory service including provision of corporate financial services

The University's professional service delivery model was created to deliver effective and efficient end to end services across the whole University. The model includes all core services of the University and creates functionally aligned services delivered through Service Delivery Centres.

## Reporting Structure

Report to: Associate Director, Financial Services  
Dotted line reporting to: Head, Faculty Service Delivery (where relevant)

Direct Reports: Senior Management Accountant; Management Accountant;  
Assistant Manager, Financial and Staff Resources

## Your role

The Manager, Financial and Staff Resources will , manage and provide comprehensive information on the Service Delivery Centre finance team's budgeting process and provide high level financial analysis to ensure key strategic and operational decisions are made with appropriate consideration and understanding of financial impacts. As the appointee, you will act as a leader of change and transformation by driving a business partnership and service delivery model that links Finance and operational delivery of business strategy. This is a specialised role to review the financial management in order to provide expert advice on future financial and resource needs

The team is committed to providing a quality outcome with a focus on continuous improvement.

## Key responsibilities

Take a lead role as the principle finance advisor to the Faculty/Senior management and Executives, providing strategic financial analysis and recommendations to key stakeholders to support strategic and operational decision-making and ensure viability of initiatives and proposals.

Manage and maintain a comprehensive finance team, including the management accounting function, transactional and purchasing support and delivery of front-line staffing services, in the provision of technical and expert advice in financial management and staff resourcing.

Drive the development of positive finance business partnership with key stakeholders to build financial literacy and promote proactive business practices.

Substantial and extensive management and ongoing development of budgets, undertaking the relevant financial planning and analysis to support budget development and strategic business planning, resource allocation and decision making.

Provide detailed comparisons and trend analysis and reports on the Faculty/Portfolio finances and staff resources to facilitate strategic planning and decision making.

Establish and manage the financial management of externally funded research grants and other funding arrangements to ensure financial management and reporting requirements are met.

Build a culture of continuous improvement through cultivating an environment of excellent customer services and positive staff engagement; critically appraising current process and proactively identifying opportunities.

Lead and manage financial risk management and compliance and ensure that all financial transactions comply with governing legislation, regulations, and policy and compliance requirements through the proper application of management controls.

Implement, manage and communicate the procurement's policies, mission, vision, guiding principles, plans, best practice strategies, processes and tools, to ensure alignment with the needs and mission of the University.

Responsible for the delivery of appropriate training and guidance to all staff in relation to relevant financial and human resources policies, systems and procedures.

Collaborate with Finance teams in Central Unit to ensure that support provided by the SDC contributes to the overall commitment of Finance to deliver service excellence.

Other duties as directed.

### **Your specific work capabilities (selection criteria)**

A degree or other tertiary qualification in accounting or related discipline.

Full professional member of a recognized Australian or International equivalent accounting body.

Excellent analytical skills with a proven record of actual and forecasting analysis and reporting in a complex multi-fund environment.

Proven record of planning, preparation and implementation of financial process documentation.

Substantial and extensive experience in financial management, financial legislation and accounting best practice standards, budgeting and forecasting, reporting and performance analysis and monitoring and development of governance and internal control systems.

High level in depth understanding of University policies relating to financial management and human resources

Extensive senior management experience and skills in planning, organizing and providing successful customer focused financial management services in a large and complex environment.

Extensive experience in reviewing, developing and/or improving financial management systems, policies, procedures and practices.

Excellent research, analytical and interpretative skills.

Excellent interpersonal, verbal and written communication skills with the ability to relate to diverse groups within the University and externally.

A commitment to lead and drive a high level of quality customer service and demonstrated ability to partner with clients to deliver outcome and achieve strategic direction

### **Special Requirements (selection criteria)**

A current National Police Clearance Certificate is required.

### **Compliance**

#### **Workplace Health and Safety**

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