



Position Description

College/Division:	Division of Student Administration
Department/Unit:	Student Finance Office
Position Title:	Manager, Student Finance
Classification:	Senior Manager 1 (Administration)
Position No:	6948
Responsible to:	Manager, Student Finance
Delegations:	D4
Number of positions that report to this role:	4

PURPOSE STATEMENT

The Division of Student Administration, within the DVC Academic portfolio, contributes to the University's strategic objective to provide an excellent educational experience for its students through delivery of accessible and supportive administrative functions throughout the student lifecycle. The Student Finance Team contribute to this strategic objective through the oversight of the student finance practices, regulations and policies that support the ANU community. The Manager, Student Finance manages budgeting, financial planning and complex financial issues, engaging stakeholders and delivering high quality and robust financial services and advice to the Division of Student Administration management team, supporting the achievement of the University's strategic goals.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

Under broad direction, the Manager, Student Finance is responsible for student fees and funding distribution; policies and processes in respect of sponsors and agents' payment; and management of designated funds supporting students held within DSA. Alongside this, the Student Finance Manager is responsible for the preparation, monitoring and reporting of the divisional budget and forecast and that of the Division of Student Life. As a senior finance professional the manager provides strategic financial advice and support to stakeholders across the University enabling the University to comply with statutory (including taxation) reporting obligations. The Manager, Student Finance plays a significant role in the implementation of financial policies and processes, ensuring that all stakeholders are educated on relevant financial aspects and the impact on their own area. The Manager, Student Finance works with the Finance and Business Services Division (F&BS) in University-wide initiatives on complex financial matters and reporting. The Manager, Student Finance builds and maintains professional relationships across campus and works in close collaboration with the Finance Team, Finance professionals within the University Colleges, and Division of Student Administration management team.

Role Statement:

Under broad direction, the Manager, Student Finance will:

1. Manage the timely distribution and reconciliation of student fees and finance within the annual budgetinglifecycle, working closely with F&BS and College Finance teams.

2. Develop, implement and evaluate policies and processes for sponsor and agents payments, and other student funding allocations, to improve outcomes and ensure the effective delivery of financial services.
3. Co-ordinate the provision of responsive and expert financial advice, and manage the preparation and monitoring of Divisional forecasts and budgets for the Division of Student Administration and the Division of Student Life.
4. Provide effective leadership, management and engagement to the Finance team members, ensuring that all objectives and deadlines are met, supporting their career development and knowledge sharing and managing performance.
5. Develop strategies, lead the planning, management and completion of the year end annual consolidated financial statement process, ensuring relevant consultation with University Executive and other relevant stakeholders, preparation of high quality robust documentation and liaison with external audit.
6. Ensure that financial operations are conducted in line with all relevant ANU financial policies and guidelines and that adequate audit material is maintained.
7. Develop and maintain effective relationships with College finance teams and manage consultation and roll- out of student finance initiatives, participating in a range of activities, workgroups and networks across campus, as required.
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
9. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

SELECTION CRITERIA

1. Relevant postgraduate qualifications and demonstrated extensive experience in financial management in a complex organisation. Membership of a professional institution (CPA or CA) is required. Experience in the higher education sector will be highly regarded.
2. Proven strategic financial advice and planning skills to support senior management and experience implementing finance-related policies, procedures and plans to improve financial outcomes.
3. Demonstrated experience applying contemporary financial management practices and proven analytical, problem-solving and decision-making skills, including experience analysing data from multiple sources and making recommendations on strategic initiatives.
4. Demonstrated people management and engagement experience in a culturally diverse environment, with an ability to coach and mentor staff, to prioritise workloads and to lead the team to deliver on challenging objectives in a timely manner and on budget.
5. High level interpersonal, liaison and consultation skills with demonstrated effective communication skills and experience developing comprehensive written documentation and reports, including technical analysis papers, policies and procedures.
6. Proven expertise in understanding complex issues, identifying problems and opportunities and exercising judgement to identify appropriate strategic solutions.
7. Demonstrated high level computer skills with experience using online data management systems and proficiency using the MsOffice suite and advanced skills in Excel is required, Experience using TM1 or comparable budgeting and reporting systems and will be highly regarded.
8. A demonstrated high-level of understanding of equal opportunity principles and occupational health and

safety and a commitment to their application in a university context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.

Delegate Signature:		Date:	
Printed Name:		Position:	
References:			
General Staff Classification Descriptors			