

Position Description

Position Title:	Senior Finance Business Partner
School/Section/VCO:	Finance
Campus:	Mt Helen / Berwick Campus. Travel between campuses will be required.
Classification:	Within the HEW Level 9
Employment Mode:	3 year Fixed Term appointment
Probationary Period:	This appointment is offered subject to the successful completion of a probationary period.
Time Fraction:	Full-time
Advertisement Distribution:	External
Recruitment Number:	849478
Further Information from:	Mr Prakash Subramanian, Associate Director, Financial Planning and Analytics Telephone: (03) 4313 7921 E-mail: p.subramanian@federation.edu.au
Position Description approved by:	Mr Prakash Subramanian, Associate Director, Financial Planning and Analytics Mr Richard Harris, Director, Finance

This Position Description is agreed to by:

Employee name

Signature

Date

The University reserves the right to invite applications and to make no appointment.

Position Summary

The Senior Finance Business Partner will perform a vital support role to Associate Director, Financial Planning & Analytics and ensure that the Financial Planning and Budget team meets its responsibilities to ensure sound financial management, quality business partnering services and the provision of strategic advice across Federation University Australia.

The Senior Finance Business Partner will lead a small team of Management Accountants within the Financial Planning and Analytics team and be a trusted key adviser to budget holders in managing resources to drive optimal operational performance.

The Senior Finance Business Partner will be responsible for delivering high-quality tailored financial reports and support key business activities to deliver commercial outcomes.

Key Responsibilities

1. Provide reports, insights, analysis and advice to Senior Finance Leadership Team and Vice Chancellors Leadership Team to drive optimal financial decision making, and also assist the University Council and its committees through tailor made fit-to-purpose reports.
2. Significantly contribute to the development of the University's financial strategy, including developing annual budgets and accurate forecasts in accordance with deadlines, and identify risks and mitigations.
3. Manage high level relationships with key stakeholders – University's senior management, extended leadership team, team members and Academic portfolios to ensure that they receive expert and reliable advice which is aligned to the strategic objectives of the University.
4. Develop a detailed understanding of the operating environment of the University and the sector as whole, statutory obligations of the University, and develop an in-depth understanding of internal financial policy and procedures.
5. Apply thorough attention to detail to ensure accurate and high quality analysis of data and presentation of information to the stakeholders
6. Work closely with Business Analytics and Intelligence team to develop complex revenue modelling and commercially sensitive business cases, which will help providing recommendations, evaluating financial impacts and understanding associated risks.
7. Lead, motivate and develop the team members to ensure the provision of high quality financial advice services throughout the University.
8. Develop complex financial costing models to understand the true delivery cost of each portfolio within the University as well as costing of new programs to ensure efficient utilisation of Universities' resources.
9. Act as a Functional Finance Lead in complex/large scale System Implementation (ERP) and Improvement projects and contribute to the design of efficient, simple yet powerful tool with the aim to minimise transactional processes and enhance end user experience.

10. Regularly review the FP&A team procedures and practices to drive continuous improvement in delivering quality output and meet broader team goals.
11. Promote a cost conscious culture and value for money decision making processes to drive best outcomes from the usage of University assets.
12. Reflect and embed the University's Core Principles, Key Value Propositions and Key Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at <https://federation.edu.au/about-us/our-university/strategic-plan>
13. Undertake the responsibilities of the position adhering to:
 - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
 - Equal Opportunity and anti-discrimination legislation and requirements;
 - the requirements for the inclusion of people with disabilities in work and study;
 - Occupational Health and Safety (OH&S) legislation and requirements; and
 - Public Records Office of Victoria (PROV) legislation.

Level of Responsibility

The Senior Finance Business Partner works under the broad direction of the Associate Director, Financial Planning and Analytics. The position requires a high level of independence, and will be required to have considerable initiative, including working with and providing advice to staff at senior levels. The position will have the capability and experience to interpret and address diverse and complex problems. As well as keeping up to date on government policy and have an understanding of the political environment the University operates within.

The Senior Finance Business Partner will be expected to demonstrate significant skills in business judgement, strategic agility and business acumen. The position will be expected to lead the development, implementation and more importantly modify and introduce innovation into processes, including implementing best practice solutions as part of the University's short, medium and long term financial strategy and as required by the University's changing operating environment.

Training and Qualifications

Postgraduate qualifications in Accounting / Finance / Business Discipline and extensive relevant experience or extensive management experience and proven management expertise or equivalent combination of relevant experience and/or education/training.

Demonstrated experience in a financial management role with responsibility for the financial planning and budgeting function in a large, complex organisation. In addition, proven experience in managing professional staff, large annual budgets, projects and other resources is required.

Membership of a professional association such as CPA, ICA or equivalent is required.

Position/Organisational Relationships

Finance is organisationally located within the Chief Operating Office of the University and reports to the Vice-Chancellor, who is the Chief Executive Officer of the University. The Senior Finance Business Partner as part of the broader Finance team will be required to work closely with the senior management team and all Deans and Directors of Schools, Centres and Directorates across the University.

Key Selection Criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Postgraduate qualifications in Accounting / Finance / Business Discipline and extensive relevant experience or extensive management experience and proven management expertise or equivalent combination of relevant experience and/or education/training.
2. Membership of a professional association such as CPA, ICA or equivalent is essential.
3. Demonstrated ability to conceptualise and develop financial strategic plans, implement and manage operational plans, and the capacity to lead others in business and financial planning processes.
4. Demonstrated experience and proven expertise in financial planning in a business context, management accounting, business partnering, forecasting and the ability to manage complex financial projects and achieve outcomes within agreed timeframes and budget.
5. Advanced analytical and problem-solving skills, including the demonstrated ability to analyse complex problems, develop innovative solutions and lead the implementation of these in a challenging environment.
6. Demonstrated ability to work independently and collaboratively with a diverse range of internal and external stakeholders, including the capacity to influence others and negotiate win-win outcomes for all parties.
7. Demonstrated ability to lead, motivate, develop and communicate with high performing teams to achieve organisational outcomes in a complex and competitive environment.
8. Demonstrated experience in critical large scale system implementation and improvements projects with the ability to work and maintain positive relationship within a cross-functional team.