

POSITION DESCRIPTION



Finance

Chief Operating Officer Portfolio

Associate Director, Finance and Reporting

POSITION NUMBER	0051921
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	Senior Manager 1
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	John Demagistris +61 3 8344 2903 Email demj@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
<http://about.unimelb.edu.au/careers>

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of eight sub-portfolios covering all areas of our operations.

- Business Services
- Digital and Data
- Chief Financial Officer (see below for further detail)
- Legal and Risk
- Operational Performance Group
- Property
- Research, Innovation and Commercialisation
- Student and Scholarly Services

CFO GROUP

The Chief Financial Officer (CFO) Group provides financial expertise and leadership to ensure the University remains financially sustainable in the short and long term. It does this by:

- Developing and implementing financial strategy;
- Allocating financial resources efficiently and effectively to strategic and operational goals;
- Monitoring, analysing and assessing financial and business performance and position;
- Highlighting risks and opportunities and recommending or implementing actions;

- Ensuring value for money in commercial dealings; and
- Ensuring compliance with relevant financial legislation and obligations

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence.

ABOUT THE ROLE

Position Purpose:

The Associate Director Finance & Reporting is a highly interactive and visible role that is responsible for the financial management of one or more complex University divisions which are organised into service clusters. Through an embedded business partnering model, you will lead a team of Finance Business partners that support the division to deliver their strategic and operational goals. You will do this by managing financial performance, ensuring financial resources are allocated efficiently and effectively, providing financial insights and decision-making support.

The position will develop and maintain business relationships within the cluster and across the broader organisation that promote collaboration and contribute to the delivery of business and financial objectives.

Reporting line: Director, Financial Accounting & Budgeting

No. of direct reports: 5-7

No. of indirect reports: 0

Direct budget accountability: N/A

Key Dimensions and Responsibilities:

Task level: Extensive

Organisational knowledge: Extensive

Judgement: Extensive

Operational context: Broad

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. OHS responsibilities applicable to positions are published at: <http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

Core Accountabilities:

Leadership

- Develop, implement and lead the financial strategy across the cluster ensuring short and long-term financial sustainability.
- Lead the annual budget, financial forecasting and financial performance monitoring activities for one or more divisions ensuring accuracy, timeliness, alignment with divisional strategic and operational goals and that objectives and outcomes are clearly understood by all budget holders.
- Lead the embedded Finance Business Partnering support for the service cluster which contains one or more University divisions.
- Lead, mentor and support the professional development of the team, creating opportunities to build capability.
- Establish and maintain effective working relationships with key internal stakeholders, Divisional Executive leadership.
- Support the Director, Financial Accounting & Budgeting provide leadership to the broader team that provides Finance Business Partnering support.

Financial Analysis and insights

- Monitor short term and long-term financial performance of one or more divisions.
- Use data and metrics to provide timely, accurate and meaningful financial analysis and commentary that highlights drivers of performance, opportunities, risks and implications for the outlook period and recommend and implement solutions where relevant.
- Identify and communicate financial risks and opportunities to enable University and Divisional leadership to make sound business decisions.
- Inform the development and improvement of financial reporting frameworks that support strategic and operational needs and enable better business decisions.

Finance Business Partnering

Through an embedded business partnering model, the Associate Director Finance & Reporting will lead a team of Finance Business Partners who will:

- Be a highly credible and trusted financial advisor who upholds University Financial Strategy while supporting the priorities and needs of the Division;
- Ensure that financial resources are allocated efficiently and effectively in support of the strategic and operational goals of the Division;
- Monitor, analyse and assess the financial performance of the Division, highlighting risks and opportunities and recommend or implement actions where necessary;
- Be the first point of call for financial analysis, queries, development of new initiatives for divisional leadership;
- Establish and maintain effective working relationships with key internal stakeholders, in particular Divisional Executive leadership.
- Contribute to continuous improvement initiatives, including reporting, data gathering, value-added analysis and enhancement of existing processes
- Work closely with other shared services areas such as Research Industry and Commercialisation (RIC) business partners, Business analysts and Business Intelligence and Reporting (BIR).

Selection Criteria:

Education/Qualifications

1. Fully qualified Chartered Accountant (CA) or Certified Practising Accountant (CPA) or Chartered Institute of Management Accountants (CIMA); and
2. Graduate or postgraduate qualifications in Finance, Accounting or other relevant discipline, or an equivalent combination of relevant experience and education/training.

Knowledge and Skills:

3. Management experience in a similar role in a similar sized organisation working with a high degree of autonomy.
4. Demonstrated ability and passion to work closely with stakeholders to develop a deep understanding of the business you support.
5. Extensive expertise and knowledge of financial management, financial planning and associated processes in complex environments.
6. High level of attention to detail, advanced analytical skills and ability to work in complex and faced paced environments.
7. Excellent written and verbal communication, including the ability to prepare clear, concise outputs from detailed financial analysis to enable informed decision-making.
8. Excellent data visualisation and “story telling” capability to distil complex numbers and findings into meaningful information

9. Ability to present analysis to very senior stakeholders and vary style and presentation to enhance understanding
10. Excellent time management skills, demonstrated ability to prioritise, work independently, manage and deliver competing tasks to a high standard.
11. Experience in and ability to identify and implement continuous improvement and efficiencies.

Desirable:

1. Knowledge of the higher education sector
2. Knowledge of large financial planning tools such as Oracle, Hyperion.
3. Knowledge and experience in business intelligence tools such as MicroStrategy.

When appointing the applicant for this role, in addition to the above, the following attitudes and behaviours will be considered. This section does not need to be addressed when responding to selection criteria.

- Integrity, honesty, reliability and personal ownership
- Growth mindset, strong desire to learn and improve
- Respect for others and acceptance of diversity
- Desire to be part of a high performing team and willingness to collaborate with others
- Positive and solution orientated who leads by example. Not being content with the status quo.
- Demonstrated ability to apply a University first lens to all tasks and responsibilities

Other job-related information:

The position and its responsibilities will likely require working over and above regular work hours in peak times.