



Charles Sturt  
University

## Position Description



## Director, Financial Services

### Division of Finance

<b>Classification</b>	Senior Manager Level 5
<b>Delegation Band</b>	This position has delegated authority to Band 6
<b>Nature of Employment</b>	Fixed term
<b>Date Last Reviewed</b>	March 2021

### Division of Finance

The Division of Finance provides a range of corporate services involving finance, accounting operations and systems, procurement services and the operation of commercial and campus-based services.

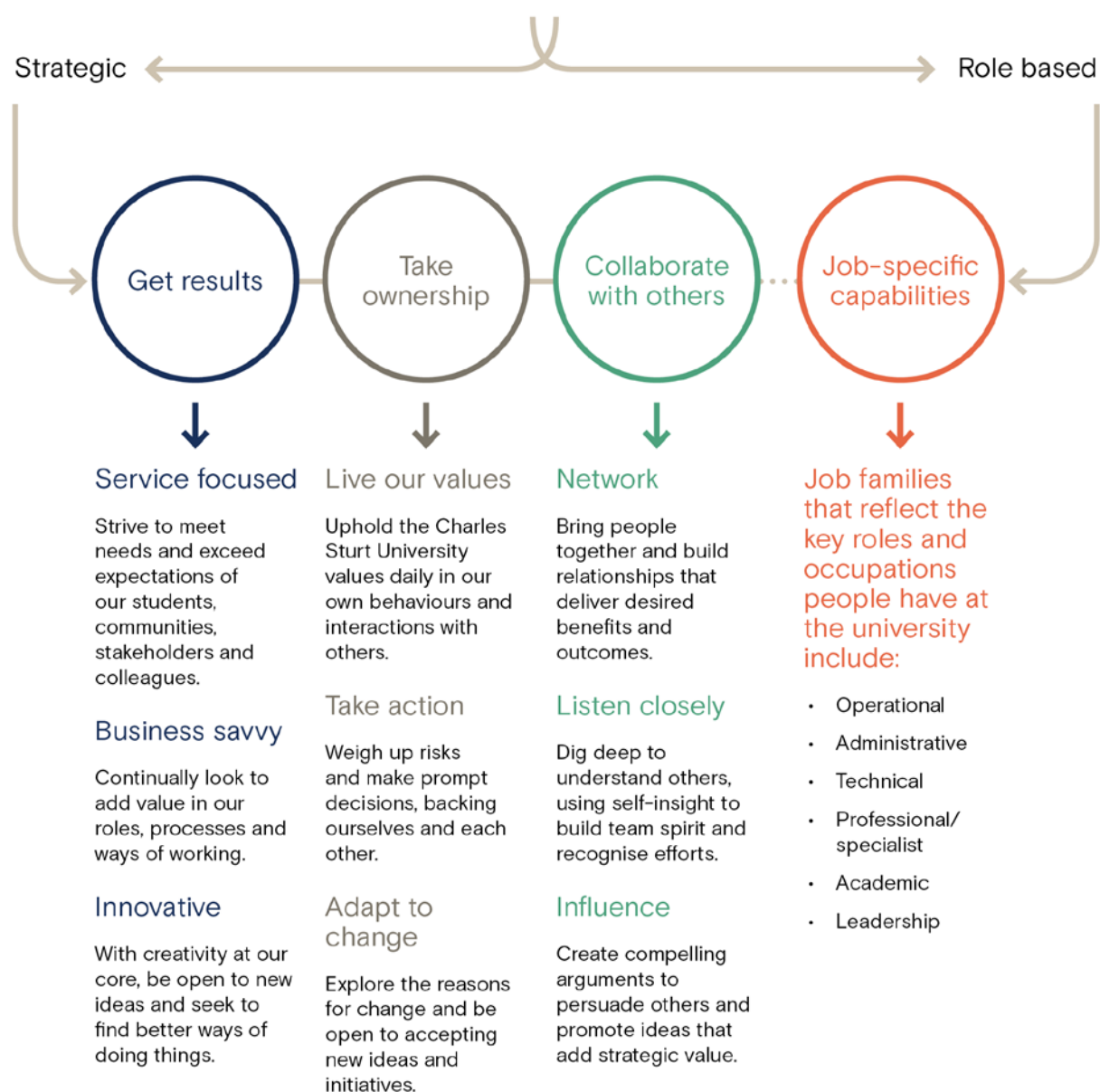
The vision of the Division is to strive for excellence in strategic resource management, the provision of professional services and systems, and the conduct of business that supports the University to fulfil its strategic plan.



## Our University Values

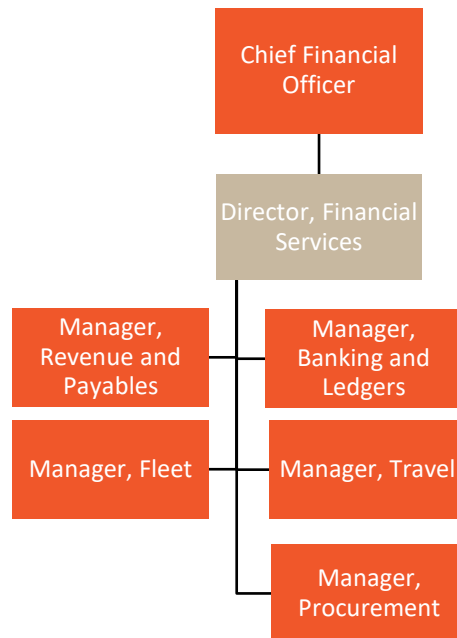


## Our Capability Framework





## Organisational Chart



## Reporting relationship

<b>This position reports to:</b>	Chief Financial Officer
<b>This position supervises:</b>	Manager, Revenue & Payables
	Manager, Banking & Ledgers
	Manager, CSU Travel
	Manager, CSU Fleet
	Manager, Procurement

## Key working relationships

- Faculties and Divisions
- External Government agencies
- Auditors



## Position overview

This is a University-wide role responsible for the leadership, management and development of the financial services function encompassing accounting functions payables, receivables, travel, ledgers, assets and banking across the University and its controlled entities. As part of the Finance Division Executive, this position will support the Chief Financial Officer in providing input to broader financial management as it applies to the University.

## Principal responsibilities

- Lead and foster collaboration, innovation and a customer service culture across the Unit and between the Unit and other functional areas to ensure their success to achieve the strategic objectives of the University. Promote a culture of excellence, shared sense of purpose and the development and skilling of staff.
- Develop and manage a team encompassing the functions of payables, receivables, travel, ledgers, fleet, assets and banking. Ensure the team is motivated and responsive and that contributes to divisional and University objectives and goals.
- To develop and implement the Accounting compliance framework as it applies to the University and to be able to translate this to strategic and operational goals for the Division.
- To develop a culture of excellence, shared sense of purpose and the development of the staff within the work unit.
  - To develop, implement and review financial policies and procedures across the University to ensure they are contemporary in accordance with the Public Finance and Audit Act 1983 as amended, Accounting Standards, taxation and other relevant legislation particular to the University operation environment.
  - Assist with the completion of year-end financial procedures with all contributors within the Division and across other areas of the University to ensure a co-ordinated execution of the University's annual financial statements and associated notes and work papers.
  - Ensure adequacy of work papers and reconciliations of ledgers and records necessary to complete the annual financial statements.
- Participate and contribute to the Finance Executive leadership team in preparing the Division's strategic and operational plans and leadership across the Division. Understand University-wide strategy and translate it into operational goals and improvement plans for the Division.
- Responsible for the continual review of the University's ledgers to ensure the integrity of finance system processes and data and ensure their conformity with Accounting Standards.
- Oversight records, reconciliations, reports and liaison with the key government Departments regarding operating grant income. Ensure that these grants are satisfactorily recorded and acquitted through the University financial systems.
- Ensure a high standard of financial governance across the University and foster a culture of compliance.
- Maintain the financial risk register and business continuity plan and ensure that policies and procedures to mitigate risks are developed and communicated as appropriate.
- Support the governance and compliance team and contribute to their work requirements as necessary to ensure team outcomes.
- Other duties appropriate to the classification.



## Role Specific capabilities

Adapt to Change	Explore the reasons for change and be willing to accept new ideas and initiatives
Presenting and Communicating Information	Speaking clearly and fluently, expressing opinions, making presentations, responding to an audience, showing credibility
Writing and Reporting	Writing clearly, succinctly and correctly, convincing through writing, avoiding jargon, structuring information
Analysing	Analysing Information, probing for clarity, producing solutions, making judgements, thinking systemically
Planning and Organising	Setting objectives, planning, establishing contingencies, managing time, resources and people, monitoring progress
Follow Instructions and Procedures	Following procedures and instructions, timekeeping, showing commitment, keeping to safety and legal guidelines

## Physical capabilities

The incumbent may be required to perform the following.

- On occasion drive a university vehicle distances up to 500km per day within the terms of the university's [Driving Hours Guidelines and Policy](#).
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.



## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. Tertiary level qualification in a relevant discipline or equivalent level of knowledge obtained through any combination of education, training and/or experience;
- B. Demonstrated leadership and management experience including contribution to corporate objectives, direction setting, developing staff and effective teams, and developing a high performing supportive workplace culture.
- C. Current knowledge of Accounting Standards and the financial compliance framework and experience applying these in a large-scale organisation.
- D. Demonstrated high-level communication skills including engaging and influencing key stakeholders and effective report writing and written communications with a diverse audience
- E. Demonstrated proficiency in accounting systems and software and capacity to utilise and embrace current and emerging technologies to achieve work objectives.

### Desirable

- F. Understanding of Treasury Regulations, Public Finance and Audit Act and Auditing standards; and
- G. Post graduate qualification in Accounting
- H. Membership to either the CA or CPA.

