

POSITION DESCRIPTION

Position Title	Finance Manager		
Organisational Unit	ACU College		
Functional Unit	ACU College		
Nominated Supervisor	Executive Director ACU College		
Higher Education Worker (HEW) Level	HEW 8	Campus/Location	St Patrick's Melbourne
CDF Achievement Level	2 Management (Line)	Work Area Position Code	HR to assign
Employment Type	0.5FTE	Date reviewed	November 2018

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

ABOUT THE PROVOST PORTFOLIO

The Office of the Provost oversees and coordinates the work of the Academic Portfolio which is a central contributor to ACU's Strategic objectives. Led by the Provost, this work supports the Vice-Chancellor and President by providing strategic leadership of major academic-related activities across the university. The key areas within the Academic Portfolio currently are as follows:

- Faculties
- Chair, Academic Board
- ACU International
- ACU College
- Strategic Partnerships and Executive Education
- Core Curriculum via Faculty of Theology & Philosophy
- Rome Campus

ABOUT ACU COLLEGE

ACU College is the centre for Vocational Education and Training (VET) at Australian Catholic University (ACU). ACU is a Registered Training Organisation (RTO No: 3578) delivering nationally accredited VET courses from certificate III to diploma level.

ACU College offers courses in nursing, education support, individual support, early childhood education and care, leadership and management, allied health, first aid, manual handling and CPR. Our courses are offered in Queensland, Victoria and the Australian Capital Territory (ACT).

ACU College has developed extensive industry partnerships with leading education, health and community services organisations, providing students with the opportunity to apply learned skills in contemporary workplaces through planned professional experience placements.

ACU College courses are customized to meet the needs of industry, ensuring students gain the skills needed to transition successfully into the workplace or onto further studies in ACU through our pathways program.

ACU College is firmly committed to delivering nationally recognised qualifications and accredited courses in accordance with the Australian Qualifications Framework (AQF).

POSITION PURPOSE

The position will effectively manage ACU College's finance obligations including budget planning and forecasting, fees and regular monthly reporting and updating of performance.

This also involves managing the College's Accounts payable process including corporate purchase card programme. The position will be required to lead and train staff in the processes, procedures, systems and policies, streamlines processes to gain efficiencies and advises College staff on policies, procedures and processes in relation to the payment of local and national accounts with industry partners, suppliers and students.

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Delivery Model within the Service Excellence Framework
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Supervises the finance officer and accounts payable systems and processes to achieve accurate, timely and efficient processing of payments for outside creditors, partners, suppliers, staff and students against agreed service standards, as well as managing the corporate purchase card programme for the College.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Coach and Develop • Know ACU Work Processes and Systems 			✓	
Maintain currency of policies and train staff in all processes, procedures and policies including VET Student Loans (VSL), student fees and billing and communicate changes as necessary to ACU College staff/the University.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Coach and Develop • Know ACU Work Processes and Systems 	✓			
Maintain proficiency in the use of systems to review and implement changes or new processes to increase efficiencies, accuracy and controls.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Coach and Develop • Know ACU Work Processes and Systems 	✓			
Contribute to the preparation of the University's annual financial statements to ensure compliance with legislation, guidelines and standards and assist in the external audit process of the statements.	<ul style="list-style-type: none"> • Apply Commercial Acumen • Coach and Develop • Know ACU Work Processes and Systems 				✓

Key responsibilities specific to this position	Relevant Core Competences (<u>Capability Development Framework</u>)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Prepare the College's annual financial statements in accordance with legislation, standards and guidelines and associated external audit process to achieve an unqualified audit opinion.	<ul style="list-style-type: none"> Apply Commercial Acumen 			✓	

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Ensure operational efficiencies in the areas of finance to provide service to the College and to students and suppliers.
- Identifying cost structures and efficiencies across a diverse range of courses offered in different locations.

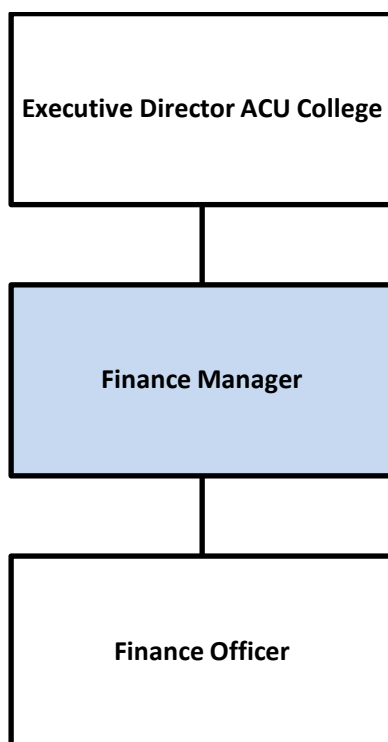
Decision Making / Authority to Act

- The position holder has substantial autonomy in the day-to-day management of financial operations of the work group including supervision of staff and development of efficient and compliant processes for continuous improvement.
- The position holder gives advice and recommendations on policy and process improvements to the Director in response to legal and statutory requirements and drives the implementation of these to meet business objectives.

Communication / Working Relationships

- Develop and maintain effective working relationships with colleagues, management, students and networks to ensure ACU College financial systems are maintained.
- The position holder will be required to communicate with the Finance Directorate to ensure ACU College finance processes are consistent with ACU requirements.
- The position holder communicates internally with staff and clients and is responsible for communicating policies, procedure, initiatives and direction consistent with guidelines and relevant legislation.
- The position holder liaises with internal and external stakeholders including to arrange meetings and to give and receive information for the Executive Director and/or Provost Office.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Completion of or progress towards an accounting / business postgraduate degree and a CPA, CA; or an equivalent combination of relevant experience and / or education training.
2.	High standard of accounting experience, particularly in relation to preparation of annual financial statements, management of the Accounts Payable function and maintaining supplier relationships.
3.	Advanced proficiency in the use and management of spreadsheets, databases and financial management systems.
4.	Experience in accounting systems or software e.g. TechnologyOne Finance system.
5.	Demonstrated understanding of the finance function and organisational structure of a University or large corporate organisation.

Core Competencies (as per the [Capability Development Framework](#))

6.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
7.	Advanced analytical and problem-resolution skills. Ability to interpret data, plan and prepare financial reports and provide significant administrative support across a broad range of tasks.
8.	Demonstrated ability to coach and develop direct report by setting clear expectations, managing performance and establishing a culture of learning and improvement.

Other attributes

9.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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