

Senior Finance Business Partner

HEP Level 10

POSITION NUMBER	TBC - NEW
ORGANISATIONAL UNIT	Finance Business Services
POSITION REPORTS TO	Director, Finance Business Services
OVERALL PURPOSE	<p>The overall purpose of the Senior Finance Business Partner role is to play a crucial role within Finance Business Services and be responsible for delivering strategic financial partnering and services to internal University stakeholders.</p> <p>The Senior Finance Business Partner will support decision-making through evidence-based recommendations and drives the financial management of projects and programs to enhance the University's overall strategic goals.</p>
ORGANISATIONAL CONTEXT AND RELATIONSHIPS	<p>Within the University the position:</p> <ul style="list-style-type: none"> ◆ works closely with other Senior Finance Business Partners, Associate Finance Business Partners and the Planning and Reporting team within Finance Business Services. ◆ engage regularly with stakeholders and senior leaders within their respective portfolio. ◆ liaises with colleagues in the broader Finance Team. <p>Outside the University the position liaises with:</p> <ul style="list-style-type: none"> ◆ external stakeholders, including funding bodies, registration organisations, finance teams at other Universities.
LOCATION/CAMPUS	The position is currently located at the Footscray Park Campus of the University. The position and incumbent may be relocated to any other existing or future University work locations where it conducts its operations.

KEY CAPABILITIES

Victoria University is committed to building core capability across VU through investment in our staff, our systems and our processes. We will develop the capabilities of our staff to:

Deliver – Excellence Results-driven, accountability, problem solving focus.

Engage – Customer service mind-set internally, externally and particularly for students.

Collaborate and Partner – Build successful relationships, communicate effectively, influence and negotiate.

Innovate – Entrepreneurship, growth, continuous improvement, digital transformation.

Lead – Inspire direction, lead change, manage and develop people.

OUR ORGANISATION

Victoria University (VU) is a dual sector (higher education and TAFE) tertiary institution based in Melbourne, Australia. VU has academic colleges, each covering a broad discipline of study, and several research institutes and research centres. The University has campuses in Melbourne's CBD and western region, and a campus in Sydney and Brisbane. It also offers courses at partner institutions throughout Asia. Almost 43,000 students, including around 14,000 international students, study VU courses worldwide. In 2016, VU celebrated its 25th anniversary as a university, which also marked its 100 years as an educational institution.

ORGANISATIONAL UNIT

The Finance Services division provides high quality financial services to the University community, under the portfolio of the Deputy Vice-Chancellor Finance. Finance Services provides high quality financial services and is responsible for the overall management of the University's budgets, forecasts, management and statutory reporting, financial systems management, effective financial controls and treasury functions that support achievement of objectives outlined in the University's strategic plan.

MAJOR TASKS AND ACCOUNTABILITIES

- ◆ Partner with key stakeholders to thoroughly understand their business needs and influence outcomes, driving continuous financial improvements to support the achievement of University's and Portfolio's strategic and financial management objectives..
- ◆ Lead the development of financial strategies and training on preparing internal budgets, forecasts, and monthly performance reports.
- ◆ Deliver high quality and timely financial analysis and recommendations to stakeholders that delivers the right outcomes for the business through evidence based decision-making.
- ◆ Drive and oversee the creation and execution of cost-saving initiatives, ensuring they align with and support the University's strategic objectives and long-term goals.
- ◆ Provide strategic advice and recommendations to the University's executive management and ensure that appropriate, relevant and timely reporting mechanisms are implemented and conducted to University committees as appropriate.
- ◆ Generate and present detailed monthly and quarterly management reports to Portfolio stakeholders, clearly identifying and addressing risks and opportunities to inform strategic decisions..
- ◆ Contribute to the development of business cases and proposals by assessing value for money and validating benefits realization, ensuring that new initiatives drive growth and enhance operational efficiency. Conduct scenario modelling and analytics to determine financial viability of proposed strategic and project initiatives.
- ◆ Perform industry benchmarking and analysis to identify opportunities for cost reduction and new revenue streams, enhancing the University's financial sustainability.
- ◆ Provide authoritative advice to Portfolio leaders on financial matters in the context of the University's positioning in a competitive market and act upon advice as appropriate.
- ◆ Provide leadership and advice on issues relating to the external environment and its implications for the University's strategic and business operations, including recommendations for action and the

identifications of risks.

- ◆ Contribute to the development of relevant policy, procedural and protocol documents consistent with current University legislative and policy requirements, and manage the implementation of them across the University.
- ◆ Lead team of professionals in delivering high level services, and ensuring the ongoing capability and responsiveness of the team in a service oriented and rapidly changing environment
- ◆ Provide high-level guidance and direction to project teams, manage risks and issues, and ensure successful project delivery that meets or exceeds stakeholder expectations.
- ◆ Identify, assess, prioritise and control risks to the health and safety of staff, students, visitors and contractors to the environment arising from the operation of the area under their responsibility, and ensure that a safe system of work is developed and followed through appropriate training, supervision and monitoring in line with the annual OH&S Plan.

TYPICAL/MAJOR CHALLENGES

- ◆ Building and maintaining strong and effective business relationships with portfolio stakeholders effectively challenging and support them in achieving their financial objectives.
- ◆ Staying informed about trends and developments within the educational sector and analyzing their financial implications for the University and adjusting financial strategies accordingly.
- ◆ Regularly reviewing and evaluating existing financial processes and practices to drive continuous improvement and ensure service excellence.
- ◆ Applying significant innovation, initiative, and sound judgment in addressing complex financial and strategic challenges.
- ◆ Exhibiting a high degree of independence while engaging in collaborative decision-making with key stakeholders to achieve optimal outcome.

LEVEL OF SUPERVISION

Operates under broad direction of the Director, Finance Business Services and may be required to manage other administrative, technical and/or professional staff.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

- ◆ Experience and skills in building and maintaining strong relationships with key stakeholders and ability to influence and support stakeholders in achieving financial objectives.
- ◆ Expertise in advanced financial analysis techniques, including budgeting, forecasting, and financial modeling.
- ◆ Proficiency in preparing and interpreting financial reports to support strategic decision-making.
- ◆ Experience in managing project budgets and financial performance. Skills in scenario modeling and financial viability analysis for strategic and project initiatives.
- ◆ Exhibit high levels of integrity, commitment, and sound judgment, with the ability to handle complex issues with sensitivity and confidentiality.

- ◆ Possess significant expertise in relevant financial areas, demonstrating deep knowledge and proficiency in the specific responsibilities of the role. Experience in evaluating and delivering programs/projects involving major change which may impact on other areas of the institutions operations.
- ◆ Have a comprehensive understanding of the education sector, including University operations, governance structures, decision-making processes, and quality assurance policies. Be familiar with relevant legislative requirements affecting the institution.

KEY SELECTION CRITERIA

Essential:

1. Knowledge or training equivalent to: Postgraduate qualifications and extensive relevant experience; or extensive management experience and proven management expertise; or an equivalent combination of relevant experience and/or education/training.
2. Evidence of being a qualified Certified Practising Accountant (CPA) or Chartered Accountant (CA) member or equivalent experience working within a Finance function with a sound understanding of accounting practices, together with a high degree of commercial acumen.
3. Demonstrated relevant experience in finance business partnering with senior stakeholders, including the ability to provide strategic advice, challenge status quo and leadership to influence decision-making and constructively challenging the business.
4. Proven management experience in the ability to plan strategic operations, develop policy and procedures to balance and satisfy competing urgent demands, to display initiative, to drive and deliver continuous improvement.
5. Demonstrated ability to monitor expenditure and ensure effective utilisation of budget allocations to meet objectives and to identify, assess and prioritise competing demands to deliver high-quality services within tight deadlines.
6. Demonstrated experience in presenting and communicating financial information to key business stakeholders, with non-financial backgrounds.
7. Demonstrated understanding of key business drivers behind financial performance.
8. Demonstrated high-level communication, cross-cultural, negotiation and interpersonal skills to enable financial related issues to be resolved with all stakeholders.
9. Advanced skills in Excel, including the ability to develop financial models to evaluate and support business decisions.
10. Demonstrated ability work on multiple projects simultaneously and deliver results determined by critical dates in an organisational environment.
11. Demonstrated capacity to understand and comply with employer policy and practices in all aspects of work and conduct, including OH&S and Anti-Discrimination responsibilities and complete/attend relevant training.

Desirable:

1. Experience and/or knowledge in Finance One
2. Previous finance experience in the educational sector
3. Prior experience in Finance teams having undergone a change agenda.

Organisational Chart

Finance Business Services

