

POSITION DESCRIPTION

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POSITION TITLE:	Faculty Finance Manager		
FACULTY/OFFICE:		DEPT:	
REPORTS TO (Supervisor title):	Faculty General Manager		
AUTHOR NAME:			
POSITION NUMBER:		HEW LEVEL:	
APPROVED BY:	Executive Dean	DATE:	21 July 2008

A POSITION PURPOSE

The Faculty Finance Manager oversees the management of the financial resources and assets of the Faculty and the establishment and maintenance of financial practices and processes in line with University planning and budgetary requirements. The position manages the planning and budget process in conjunction with the Faculty General Manager.

B PRIMARY ACCOUNTABILITIES

The Faculty Finance Manager works closely with the Faculty General Manager to provide strategic financial management and budget advice to the Executive Dean and senior management. Specific activities include:

- participating in and advising on strategic planning associated with the Faculty's budget activities;
- being a signatory to a broad range of Faculty cost code;
- production and distribution of reports for line management use;
- monitoring of overall budget and expenditure, reporting concerns to appropriate managers and making recommendations to the Executive for managing any problem areas;
- in conjunction with the Faculty General Manager, budget analysis and modelling as required, including the preparation of income and expenditure projections and monitoring against actual outcomes;
- provision of advice to the Dean, Heads of Departments, Faculty General Manager and other Faculty staff with respect to University financial policies and procedures;
- overseeing the implementation of correct procedures for activity account management;
- develop business cases to support new initiatives and projects;
- implement and maintain appropriate accounting controls, systems and procedures in the Faculty and oversee these systems in the Departments;
- liaise with key stakeholders to provide financial advice to support the Faculty's strategic and operational decision-making;
- manage the Faculty's asset register;

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- supervise, mentor and develop other Faculty accounting staff.

Other

Any other duties within the staff member's level of competence as required.

C REPORTING RELATIONSHIPS

The Faculty Finance Manager reports to the Faculty General Manager.

D ORGANISATIONAL RELATIONSHIPS

The Faculty Finance Manager consults with and advises the Faculty General Manager, Executive Dean, Associate Deans, Department Heads and Centre Directors on Faculty and University financial policies and procedures that affect the financial management of the Faculty. The Faculty Finance Manager also provides the link for financial matters between the Faculty Office, Departments and Centres and the central administration units.

E SUPERVISION AND INDEPENDENCE

The Faculty Finance Manager is expected to act autonomously within guidelines set by the Faculty General Manager. The incumbent manages and prioritises according to the requirements of Faculty plans and operational needs. The position is required to manage the financial administration of the Faculty and to make decisions and recommendations on issues which impact on the financial operations of the Faculty.

The incumbent will be a key contributor to the development of Faculty planning in the area of financial management and will be required to provide expert advice and support to the Dean, Faculty General Manager and Heads of Departments.

F PROBLEM SOLVING AND JUDGEMENT

The Faculty Finance Manager will ensure Faculty compliance with University financial and budget management requirements, while providing efficient and effective services and advice to meet the needs of the teaching, research and commercial activities undertaken by the Faculty. The incumbent will be the prime source of financial related knowledge and expertise in the Faculty.

The Faculty Finance Manager will be required to apply expert knowledge on a broad range of financial and budget issues to identify and assess the needs and priorities of the Faculty.

They will be required to contribute to the strategic planning and development of the Faculty's finance management function.

G RECOURSE TO HIGHER LEVEL

The Faculty Finance Manager may consult with the Faculty General Manager, Executive Dean, Associate Deans and Department Heads regarding aspects of the Faculty's financial

