



**University of  
South Australia**

**CHIEF FINANCIAL OFFICER**

**JOB & PERSON SPECIFICATION**

**APRIL 2022**



## Chief Financial Officer Resources Portfolio

### PURPOSE

The Chief Financial Officer (CFO) is responsible for the University's financial management, systems and supports and plays an integral role in the delivery of the University's strategic plan, Enterprise25 and to ensure the university's financial sustainability.

The CFO provides strategic leadership and management of financial resources University-wide to provide optimal internal resource allocation and best practice financial services in the achievement of the University's key financial performance targets and strategic goals.

This position is a key influencer and adviser to senior management grounding key business decisions in sound financial analysis and appropriate financial risk management. The CFO provides insights on sector-wide policy impacts to ensure a sustainable fiscal environment, incorporating new policy paradigms and dynamic competitor environment into the decision-making process.

### ORGANISATIONAL RELATIONSHIPS

The CFO reports to the Chief Operating Officer and works closely with the Vice Chancellor and the Enterprise Leaderships Team (ELT).

The position is directly responsible for all finance staff in the University.

Key stakeholders include:

- > University Council and its Audit, Finance and Risk Committee (AFRC)
- > Enterprise Leadership Team
- > Academic Unit Executive Teams
- > Executive Directors and Directors of the University's central administrative units
- > Major suppliers and auditors
- > State and Federal Government departments/agencies

### POSITION ENVIRONMENT

The University of South Australia (UniSA) is Australia's University of Enterprise. We are South Australia's largest university and one of the very best young universities in the world. At UniSA, we are authentic, resilient, and influential - and we deliver results. We pride ourselves on our dynamic and agile culture, which embraces challenges and thrives on breaking new ground. Plus, we are committed to the principles of excellence and equity.

Our people are critical to our success. They are creative, enterprising and innovative thinkers, communicating with clarity, conviction and enthusiasm.

We educate global professionals ready to create and inspire change, through more than 200 world class degrees. We deliver outcomes-focused research that is inspired by global challenges and opportunities, to deliver economic and social prosperity. Our strategic plan, Enterprise25, focusses on our people, programs and precincts, and sets out our path to ensure that we continue to deliver quality teaching, research and student outcomes.

The Finance business unit, along with Facilities Management, Business Intelligence and Planning, Information Strategy and Technology Services, the Library and Risk and Assurance Services form the Resources Portfolio which is responsible for the strategy and performance of the University's finances, risk management and physical and virtual infrastructure.

The Chief Financial Officer heads the Finance function university-wide and oversees the following teams:

- **Financial Support Services** is a 'shared service centre' for Accounts Payable, Accounts Receivable and Credit Card and staff reimbursement functions with a focus around compliance, customer service and efficiency.
- **Strategic Procurement** provides strategic procurement management and guidance of the University's procurement function including development of plans to ensure the cost effective acquisition of goods and services. Strategic Procurement includes the travel team who are responsible for facilitating travel for University staff and students.
- **Corporate Finance** manages the University's consolidated financial reporting, corporate accounting, research accounting and capital reporting with key outputs that include Annual Financial Statements, quarterly forecasts, the University's annual budget and long-range financial modelling. In addition, the team manages the University treasury function around investment of the University's cash reserves, foundation perpetual funds and management of foreign currency risks. Corporate Finance provides support and advice to business areas in the University on strategic and operational decision making through insights that support financial performance.
- **Financial Systems** manages the administration, configuration and development of the University's Enterprise Finance System, FinanceOne along with other systems that augment FinanceOne.

- **Commercial Support** provides commercial advice and modelling for high-level business transactions, compliance with domestic and international tax and management of complex insurance policy portfolio including medical malpractice, clinical trials and the associated insurable risks.
- **Student Load Forecasting and Costing** undertakes modelling and analysis of student load-related information and associated teaching revenue and activity based costing. The team also provides advice and modelling of program pricing and course and program costing.
- **Operational Finance** provides finance business partnering services to Academic Business Units and Professional Business Units of the University. They prepare monthly management accounting data and are responsible for quarterly forecasts, annual budget, Medium Term Financial Plans and other specialised financial management and analyses. Research Institutes and Centres are also supported to cost grant applications and research proposals and co-ordinate the financial on-boarding process of new research projects.

## CORE RESPONSIBILITIES



### Enterprising and Strategic Leadership

- > Provide strategic financial advice and analysis to senior management, the University Council, Audit Finance & Risk Committee for effective decision-making and to assist with the development and rollout of the Strategic Plan.
- > Provide financial stewardship to the University through effective asset and cash management, financial planning and analysis, transparent organisational reporting, effective risk financial management including tax and treasury practices, whilst staying abreast of all relevant legal and regulatory matters.
- > Ensure financial targets and internal resource allocation are appropriate to achieve the University's strategic goals.
- > Establish strong and collaborative cross sectoral networks to identify opportunities for improvements and collaboration.



### Service Quality and Risk Management

- > Partner with internal service providers to develop and implement service strategies to enable new and improved customer-centric service models to support the Enterprise25 commitments to operational efficiency, reduced complexity, and service excellence.
- > Ensure effective financial risk management and related business continuity planning processes.
- > Drive improvements in reporting, analysis, systems, processes and culture in the delivery of best practice financial services.
- > Lead and maintain a framework for governing financial management principles, standards, policies, and practices that apply across the University.



### Excellence in People Leadership

- > Inspire and foster a 'one team' culture of collaboration, engagement, and commitment to service excellence and continuous improvement.
- > Build organisational capacity through regular, constructive performance management conversations and developing strategic capabilities for the University by identifying targeted staff development opportunities.
- > Implement effective workforce planning and KPIs that achieve the strategic and operational goals of the Finance team, including Aboriginal employment and gender equity.
- > Provide leadership in the development of a resilient organisational culture supporting staff health, safety and wellbeing.

The duties as specified above may be altered in accordance with the changing requirements of the position.

## UNIVERSITY REQUIREMENTS

### 1. Core Staff Attributes

UniSA expects its leaders to embody the core attributes in delivering all facets of their responsibilities and interactions with others.



- > Is trusted, authentic and self-aware – establishes credibility, is honest, reliable, accountable, and responsive
- > Takes the initiative and delivers results – by seizing opportunities and being outcome and customer focussed
- > Provides solutions – through logical, creative and innovative thinking and timely, transparent and consultative decision making
- > Communicates with impact – displays clarity, diplomacy, persuasiveness and sensitivity
- > Leads and works well with others – displays conviction and resilience, working collaboratively, motivating others and mobilising influence.

### 2. Health Safety & Injury Management

- > Ensure all relevant aspects of the health safety and injury management system are implemented.
- > Maintain current knowledge of the activities undertaken in their area of responsibility.
- > Ensure that adequate and effective resources are provided to eliminate or mitigate risk.
- > Arrange to be advised of adverse situations by their staff through effective reporting processes.
- > Monitor and measure progress against planned activities.
- > Follow reasonable instructions, work procedures and practices to maintain the health and safety of yourself and others.
- > Report all identified workplace hazards and incidents.

### 3. Performance Development and Management

Participate in the University's Performance Development and Management process.

## SELECTION CRITERIA

### Essential

1. Tertiary qualifications in Finance or Accounting and a CA or CPA post graduate qualifications, together with significant experience working in a large and complex organisation.
2. Proven ability to lead and manage professional and skilled staff within a large business unit that engenders a high performing collaborative service culture.
3. Demonstrated high-level financial and resource planning and management skills in a large and complex organisation, including knowledge of taxation law and accounting and regulatory standards.
4. Demonstrated outstanding experience in managing stakeholder relationships and large teams to provide customer focussed services, including experience in managing and leading organisation-wide change and integration processes.
5. Outstanding interpersonal and communication skills to work as an effective team member, including high level written and verbal communication and presentation skills appropriate to a range of audiences, including the ability to clearly articulate and present complex information in a meaningful and usable form.
6. Demonstrated understanding of information technology including development and implementation of accounting and administrative systems.
7. Demonstrable alignment with the University's mission, values and cultural commitments and aspirations.

### Desirable

8. Experience in the Higher Education sector.
9. MBA post graduate qualifications.
10. Member of the Australian Institute of Company Directors



## HOW TO APPLY

Applications should be addressed to Andrew Reed and Justin Hinora. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.