

JOB DESCRIPTION

Manager Divisional Finance



ROLE TITLE	Manager Divisional Finance
SECTION/DIVISION:	Financial Services Division, Finance Advisory
REPORTS TO:	Senior Manager Finance Advisory
DIRECT REPORTS (FTE):	Up to 7 (depending upon portfolio)
INDIRECT REPORTS (FTE):	up to 12 (depending upon portfolio)
PRIMARY PURPOSE OF THE ROLE:	To manage and provide financial advisory services to a client portfolio (normally a Division or a suite of Divisions) including expert financial advice, analysis and support to executives and managers that strengthens the client portfolio's finances, supports financial probity, quality financial management and effective decision making. The role is part of the Financial Services Division, providing client facing finance-related services across the University. A client focused, service excellence delivery orientation is critical to success in this role.
ACCOUNTABILITIES:	Supervise and manage a team to achieve operational outcomes. Develop an annual work plan and manage the day-to-day work activities of the team, including timelines, expected customer experience and prioritising and allocating workflow across the client portfolio. Manage, supervise and provide a range of financial advisory activities to a client portfolio such as month-end accounting; financial reporting analysis and commentary; financial forecasting; budgeting services; EFTS forecasting, financial modelling and analysis, preparation of an annual financial review, bespoke financial advisory activities and analyse and determine the underlying financial strength and key financial status and issues of the client portfolio and/or business units. Implement, communicate and monitor clear service delivery standards and performance measures that achieve results, support the client area activities, better manage and minimise risks, and form the basis for improvement planning. Regularly seek feedback from stakeholders to gauge satisfaction and service quality. Be the key financial point of contact for Head(s) of the portfolio or business unit(s) and proactively partner with senior managers to fully understand business needs and ensure the interests of the client portfolio are represented and aligned with key objectives. Anticipate and be responsive to the needs and issues of the client portfolio, the Financial Services Division and the Shared Services Finance Unit. Analyse and action complex requests in order to prioritise matters, and take action to facilitate or provide resolution and problem solving, referring where appropriate. Evaluate and respond to sensitive and contentious operational or service delivery issues to ensure that financial, reputational and business risks are minimised. Implement, communicate and monitor effective and robust financial management controls, systems and frameworks to ensure the integrity of critical financial

information, and effective financial and risk management in line with professional standards, delegations, policy and legislation.

Manage, develop, analyse and review a variety of complex financial documents, reports and proposals including business cases, funding submissions, briefing and discussion papers, ensuring comprehensiveness, accuracy and timeliness.

Provide appropriate and reliable financial advice, recommendations and expert technical interpretation on complex strategic and operational matters in a manner easily interpreted by stakeholders.

Work collaboratively and build and foster strong relationships with Shared Services operations and finance staff to deliver an integrated and seamless suite of finance services.

Seek new opportunities for enhancing the finance advisory and operational services through collaboration with peer Managers Divisional Finance and other service delivery stakeholders to maximise efficiency; and leverage resourcing and collective knowledge.

In consultation with key client stakeholders, anticipate priorities and contribute to Finance Advisory strategic and business planning processes.

Perform DHSO, first aid and/or fire warden duties (if required); and ensure reasonably practicable steps are taken to create a safe and healthy work environment.

KEY RELATIONSHIPS:

Internal

Strong functional relationship with leader of the client portfolio(s) and associated staff who receive finance services.

Other executives and managers across the University.

Shared Services (Ask Otago, Finance Services and Operations)

Financial Services Division staff

External

Dependent upon the work area and the requirements, for example other universities, DHBs, Research Funding bodies, Research Groups, Consultants, Customers/clients, Suppliers

QUALIFICATIONS & EXPERIENCE:

Essential:

A relevant tertiary level qualification or recognised qualification(s) appropriate to the role.

Professional standing for current membership or eligibility for membership of a recognised New Zealand accounting body.

5+ years' experience managing and providing relevant finance services in a medium size or complex organisation.

Proven experience in budget management, financial management and modelling, and implementation of financial management policy, systems, controls and reporting arrangements.

Proven experience in managing the delivery of high quality work outputs and team performance.

Preferred:

Knowledge of policies and procedures of various funding agencies.

Tertiary sector work experience.

TECHNICAL SKILLS AND KNOWLEDGE:

Proficiency in the Microsoft suite of programmes; well-developed keyboard and word-processing skills.
 Highly proficient in a range of financial and accounting software and systems.
 High degree of computer literacy and numerical data analysis skills - advanced Excel

SPECIAL REQUIREMENTS:

Contribute as part of a network of Financial Services Division staff, to provide suitable coverage during periods of leave and peak period activities.
 Some travel may be required to attend other University sites.

DIRECT BUDGET ACCOUNTABILITY:

Authorises minor expenditure from another person's budget in accordance with University financial delegations.

HEALTH AND SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.

CAPABILITY FRAMEWORK:

Capability Group	Capability Name	Level
ENGAGE	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
ENABLE	Deliver Results	Adept
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Advanced
	Demonstrate Accountability	Adept
PERSONAL ATTRIBUTES	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Advanced
	Value Diversity	Intermediate
PEOPLE MANAGEMENT	Manage and Develop Capability	Adept
	Inspire Direction and Purpose	Intermediate
	Optimise Work Outcomes	Intermediate
	Change and Innovation	Adept
LANGUAGE AND CULTURE	Te Reo	Intermediate
	Tikanga Māori	Intermediate