

JOB DESCRIPTION

Manager Divisional Finance

ROLE TITLE	Manager Divisional Finance
SECTION/DIVISION:	Financial Services Division, Finance Advisory
REPORTS TO:	Head of 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:	<p>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.</p> <p>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.</p>
ACCOUNTABILITIES:	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

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 Departmental Health & Safety Officer (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
Experience with Finance One an advantage

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

CAPABILITY FRAMEWORK DESCRIPTORS

Manager Divisional Finance

ENGAGE

Communicate Effectively	Commit to Customer Service	Work Collaboratively	Influence and Negotiate
<i>Communicate clearly, actively listen to others and respond with respect</i>	<i>Provide customer centric services in-line with the University's and organisational objectives</i>	<i>Collaborate with others and value their contribution</i>	<i>Gain consensus and commitment from others and resolve issues and conflicts</i>
ADEPT	ADEPT	ADEPT	ADEPT
<p>Tailor communication to the audience</p> <p>Clearly explain complex concepts and arguments to individuals and groups</p> <p>Actively listen to others and clarify own understanding. Create opportunities for others to be heard</p> <p>Write fluently in a range of styles and formats. Prepare written material that is well structured and easy to follow by the intended audience</p>	<p>Take responsibility for delivering high quality customer-focused services</p> <p>Understand customer perspectives and ensure responsiveness to their needs</p> <p>Identify customer service needs and implement solutions</p> <p>Find opportunities to connect and co-operate with internal and external parties to improve outcomes for customers</p> <p>Maintain good relationships with key customers in area of expertise</p>	<p>Encourage a culture of recognising the value of collaboration</p> <p>Build co-operation and overcome barriers to information sharing and communication across teams and work units</p> <p>Share lessons learned across teams and work units</p> <p>Identify opportunities to work collaboratively with other areas to solve issues and develop better processes and approaches to work</p>	<p>Negotiate from an informed and credible position</p> <p>Lead and facilitate productive discussions with staff and stakeholders</p> <p>Encourage others to talk, share and debate ideas to achieve a consensus</p> <p>Pre-empt and minimise conflict. Recognise and explain the need for compromise</p> <p>Influence others with a fair and considered approach and sound arguments</p>

ENABLE

Deliver Results	Plan and Prioritise	Think and Solve Problems	Demonstrate Accountability
<i>Achieve results through efficient use of resources and a commitment to quality outcomes</i>	<i>Plan to achieve priority outcomes and respond flexibly to changing circumstances</i>	<i>Think, analyse and consider the broader context to develop practical solutions</i>	<i>Be responsible for own actions, adhere to legislation and policy and proactively address risk</i>
ADEPT	INTERMEDIATE	ADVANCED	ADEPT
<p>Take responsibility for delivering on intended outcomes. Use own expertise and seek others' expertise to achieve work outcomes</p> <p>Ensure team/work unit staff understand expected goals and acknowledge success</p> <p>Identify resource needs and ensure goals are achieved within budget and deadlines</p> <p>Identify changed priorities and ensure allocation of resources meets new organisational needs. Ensure financial implications of changed priorities are explicit and budgeted</p>	<p>Understand the team/work unit objectives and align operational activities accordingly</p> <p>Initiate and develop goals and team plans and use feedback to inform future planning</p> <p>Respond proactively and with initiative to changing circumstances and adjust plans and schedules when necessary</p> <p>Ensure current work plans and activities are consistent with organisational change initiatives</p>	<p>Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues</p> <p>Engage in critical analysis of complex issues, weigh up alternatives and identify the most effective solutions, taking into account the wider organisational context</p> <p>Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements</p> <p>Implement systems and processes that underpin high quality data gathering and analysis</p>	<p>Ensure that actions of self and others are focused on achieving organisational outcomes</p> <p>Assess work outcomes and identify and share learnings to inform future actions. Exercise delegations responsibly</p> <p>Identify risks to successful achievement of goals, and take appropriate steps to mitigate those risks</p> <p>Understand and exercise integrity and due diligence with budgets, University monies and other resources</p>



PERSONAL ATTRIBUTES

Display Resilience and Courage	Act with Integrity	Manage Self	Value Diversity
<i>Be open and honest, prepared to express your views, and willing to accept and commit to change</i>	<i>Be ethical and professional and act in keeping with the University's values</i>	<i>Show drive and motivation, a measured approach and a commitment to learning</i>	<i>Show respect for diverse backgrounds, experience and perspectives</i>
ADEPT	ADEPT	ADVANCED	INTERMEDIATE
<p>Be flexible, show initiative and respond quickly when situations change</p> <p>Give constructive and honest feedback and advice using appropriate manner and tone</p> <p>Listen when ideas are challenged, seek to understand the nature of the challenge and respond constructively</p> <p>Raise and work through challenging issues and seek alternatives</p> <p>Keep control of own emotions and stay calm under pressure and in challenging situations</p>	<p>Represent the organisation in an honest, ethical and professional way and support a culture of integrity and professionalism within the team/work unit</p> <p>Set an example for others to follow and identify and explain ethical issues pertaining to work activity. Ensure others clearly understand the legislation and policy framework within which they operate</p> <p>Act to prevent and report misconduct and inappropriate behaviour</p>	<p>Act as a professional role model for colleagues, set high personal goals and take pride in their achievement</p> <p>Seek challenging goals and show commitment to their achievement</p> <p>Actively seek, reflect and integrate feedback to enhance own performance, showing a strong capacity and willingness to modify own behaviours</p> <p>Take the initiative and act in a decisive way and maintain a high level of personal motivation when faced with challenging circumstances</p>	<p>Be responsive to diverse experiences, perspectives, values and beliefs and listen to others' individual viewpoints</p> <p>Seek input from others who may have different perspectives and needs</p> <p>Adapt and respond positively in diverse environments</p>



PEOPLE MANAGEMENT

Manage and Develop Capability	Inspire Direction and Purpose	Optimise Work Outcomes	Change and Innovation
<i>Engage and motivate staff and develop capability and potential in others</i>	<i>Communicate goals, priorities and vision and recognise achievements</i>	<i>Manage resources effectively and apply sound workforce planning principles</i>	<i>Support, promote and champion change, and assist others to engage with change</i>
ADEPT	INTERMEDIATE	INTERMEDIATE	ADEPT
<p>Define and clearly communicate roles, responsibilities and performance standards to achieve team/work unit outcomes</p> <p>Develop team/work unit plans that take into account team capability, strengths and opportunities for development</p> <p>Provide regular constructive feedback to build on strengths and achieve results</p> <p>Coach staff and encourage professional development and continuous learning</p> <p>Address and resolve team and individual performance issues, including unsatisfactory performance in a timely and effective way</p>	<p>Assist team to understand organisational direction and explain the reasons behind decisions</p> <p>Ensure the team/work unit objectives lead to the achievement of outcomes that align with organisational strategy, policies and services</p> <p>Collaborate on the establishment of clear performance standards and deadlines in line with established performance development frameworks</p> <p>Recognise and acknowledge individual and team performance</p>	<p>Develop team/work unit plans that take into account team capability and strengths</p> <p>Plan and monitor resource allocation effectively to achieve team/work unit objectives</p> <p>Ensure team members work with a good understanding of work principles as they apply to the work area</p> <p>Participate in wider work unit workforce planning to ensure the availability of capable resources</p>	<p>Actively promote change processes to staff and participate in the communication of change initiatives across the work unit(s). Seek and foster new ways of doing things</p> <p>Provide guidance, coaching and direction to individuals and others managing uncertainty and change</p> <p>Identify cultural barriers to change and implement strategies to address these</p>



LANGUAGE & CULTURE

Te Reo	Tikanga Māori
<i>Develop understanding and use of te reo Māori (Māori language)</i>	<i>Create knowledge and use of tikanga Māori (Māori cultural practices) in the work place</i>
INTERMEDIATE	INTERMEDIATE
<p>Demonstrate use of te reo Māori words and phrases in appropriate work place settings</p> <p>Has prepared and can communicate accurately own mihi if required in the work place context</p> <p>Take part in opportunities to practice and extend own language capability</p>	<p>Understand the University's Māori Strategic Framework and incorporate its principles appropriately in work place activities</p> <p>Demonstrate an appropriate workplace understanding and awareness of tikanga Māori</p> <p>Has knowledge of the Articles and Principles of Te Tiriti o Waitangi</p> <p>Take part in opportunities to extend own understanding and awareness of tikanga Māori and Te Tiriti o Waitangi</p>