

Associate Director, Finance Services

Finance Business Solutions
Chancellery Division



the university
for the real world

About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at www.qut.edu.au.

Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

About the Chancellery Division

The Vice-Chancellor and President is responsible to Council for providing leadership to the university and for the academic, financial and administrative functions of the university. The Vice-Chancellor is also QUT's chief representative on external forums.

The Vice-Chancellor leads the Chancellery Division which includes the Business Development and International Portfolios, Indigenous Strategy, Government Relations and Policy, Assurance, Risk and Integrity Services, Marketing and Communication, and Finance Business Solutions.

The Office of the Vice-Chancellor provides support and manages the business of the Vice-Chancellor and Chancellery Division. The Chancellery supports the University Executive in fulfilling their responsibilities to Council for providing leadership to the university and its academic, financial and administrative functions.

About Finance Business Solutions

Within the Chancellery, Finance Business Solutions is responsible for a range of business functions to facilitate the ongoing financial and planning viability of the university in realising QUT's strategic aims and objectives, whilst maintaining a customer centric approach when engaging with the university community, industry and government.

About the Position

The Associate Director, Finance Services leads and manages the client-focussed transactional and resource management functions within Finance Business Solutions to ensure effective finance service delivery to the university.

The role is responsible for managing and leading a team of finance professionals delivering support and guidance across a range of client-focussed finance services including:

- transactional services including accounts receivable, accounts payable, card programs and client finance services across the University; and
- budgeting, reporting and financial management services to divisional and research functions in the university.

The Associate Director, Finance Services ensures the effective operation of these services through strategic leadership, the efficient use of financial, physical and staffing resources and appropriate monitoring of staff performance.

This position reports to the Chief Financial Officer (CFO) for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Provide strategic leadership and management of a client finance services team to deliver a broad range of services including accounts payable, accounts receivable, and other transactional finance activities.
- Provide leadership and management of management accounting and budget analyst teams that deliver budgeting, reporting and financial management services to divisional and research functions.
- Build and maintain effective communication and consultative relationships across the university.
- Contribute to the university's strict adherence to statutory financial management requirements, specifically ensuring internal controls are well designed and operating effectively in the areas of financial transaction processing to meet the university's obligation under Government Acts and Regulations.

- Lead the continuous improvement of financial policy and procedures regarding the efficiency and effectiveness of financial processes and practices both within the department and across the university.
- Effectively respond to regulatory changes.
- Maintain a positive and supportive team environment through effective communication strategies and sound people management practices to deliver high levels of client service, staff commitment and performance.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

Type of appointment

This appointment will be offered on a fixed-term, full-time basis for five (5) years.

Location

Kelvin Grove campus.

Selection Criteria

1. Postgraduate qualification or progress towards a postgraduate qualification in a relevant field together with extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education.
2. Proven ability leading and managing specialist teams at both strategic and operational levels that drive teamwork, high performance and excellence in service provision.
3. High level written, interpersonal and negotiation skills for establishing and maintaining effective working relationships.
4. Demonstrated analytical and problem-solving skills across a range of financial management matters to develop future-focused service delivery strategies.
5. Proven experience in implementing and refining business processes to improve service delivery and the customer experience.
6. Demonstrated commitment to quality client service and the ability to implement continuous improvement strategies in complex, cross-disciplined activities.

Remuneration and Benefits

An attractive remuneration package will be negotiated with the successful applicant.

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the university offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

Information for applicants

For further information about the position, please contact Professor Margaret Sheil, Vice Chancellor and President, on (07) 3138 8086; or for further information about working at QUT contact Human Resources on (07) 3138 4104.

Applicants who reach the final stage of the selection process will be expected to undergo a check of their criminal history. Those matters which do not have an impact on the inherent requirements of the position will not be taken into consideration. Applicants will be provided with an opportunity to discuss the outcome of the check before a decision on appointment is made.

In assessing merit, the panel will take into consideration “performance or achievement relative to opportunity”. We recognise that many staff today have a range of personal circumstances, and career histories that challenge traditional ideas of a staff member. This may mean, for example, prioritising the quality of achievement rather than the quantity, as considerations of part-time employment, career interruptions and significant periods of leave are taken into account when assessing performance or achievement.

How to Apply

For further information and to apply, please visit www.qut.edu.au/jobs for reference number **20734 c**).

When applying for this position, a Curriculum Vitae and up to a two-page covering letter outlining your suitability for the role against the selection criteria will be required.

Applications close 28 January 2021