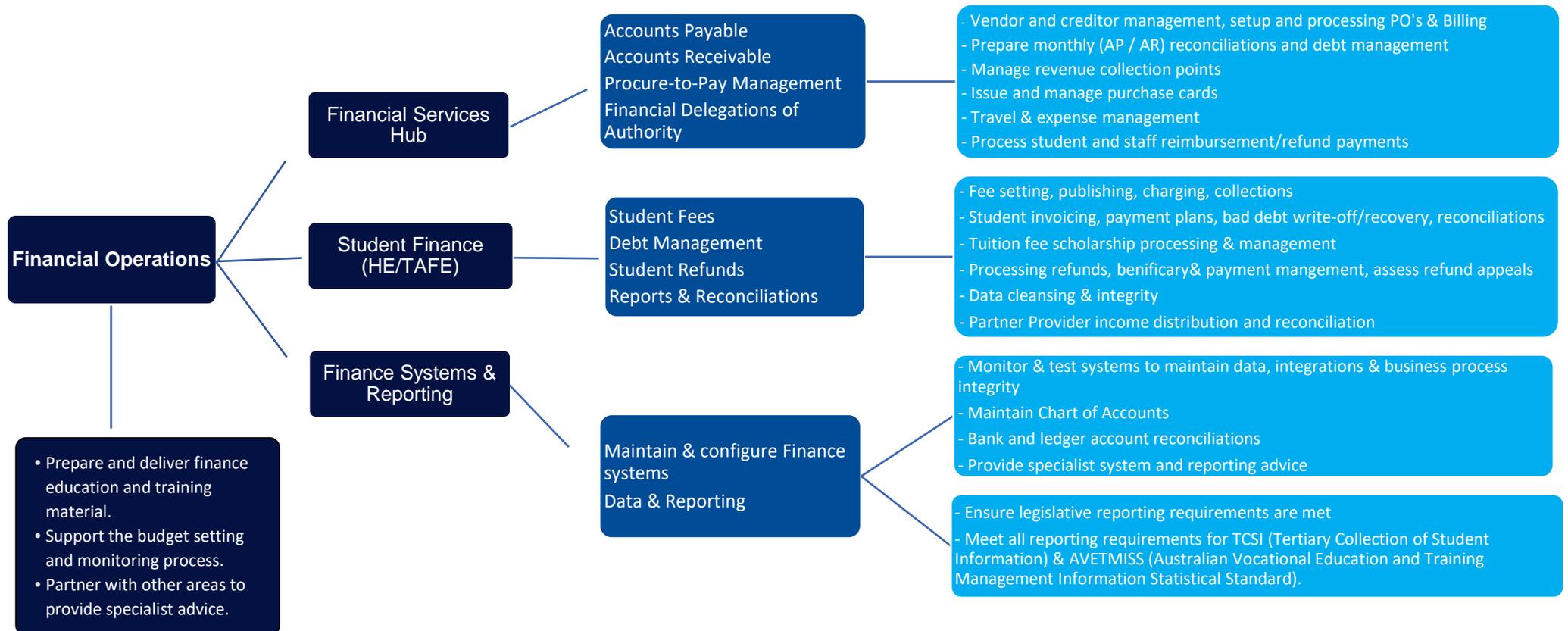


Finance

Finance provides leadership, collaboration, and support across the organisation to meet the University's Strategic Objectives and create a strong and sustainable university.



Financial Planning & Analysis

Council/Resources Committee/VCST Reporting
Business Partnering
Financial Advisory
Costing Models
Financial Business Cases
Management Reporting
Budgeting and Forecasting
Medium/Long Term Planning

- Provide information, analysis and advice to Council and its committees
- Develop University's financial strategy, including budgets and forecasts
- Development and analysis of business cases, costing of new courses and operations
- Provide business partnering and advisory function for all business units/portfolios within the University

Finance Transformation

Commercial Insights & Business Advisory

Load Planning & Forecasting
Market insights
Student application / conversion targets
Data analysis

- Market demand and demographic analysis
- Domestic and International market insights
- Provision data for student load planning and forecasting
- Higher Education student load planning government submissions
- Provision dashboards reflecting student life-cycle (incl. course delivery costs, retention, attrition, market research, alumni)

Enterprise Resource Planning (ERP)

Provide support to HCM implementation
Finance readiness for Finance implementation

- Finance integration within HCM/Payroll implementation (Finance integration to current finance systems)
- HCM post-implementation gap-analysis and action items
- Map current Finance 'as is' processes including painpoints
- Capture Finance requirements for scoping
- Adopt best practicses - Design Thinking
- Define transactional to strategic business processes
- Data Cleansing/ Process Design

Financial Accounting

Statutory Financial Reporting
External Audit
General Ledger Maintenance
Asset Register Maintenance
Financial Acquittals
Taxation Compliance
Insurance
Treasury Management

- Ensure statutory reporting requirements are met
- Coordination of the external audit of the University's financial statements
- Ensure integrity of general ledger and provide advice on account allocation
- Maintain asset register and coordinate annual stocktake
- Preparation of non-research financial acquittals
- Preparation of all taxation returns and provision of taxation advice
- Coordination of insurance renewals, claims and provision of insurance advice
- Coordination of the University's investments and cash management strategy

Strategic Procurement

Procurement Policy and Procedure
Procurement Framework
Category Management
Spend thresholds and requirements within each threshold
Administer and manage quoting and tendering systems
Corporate and socially responsible procurement

- Providing university-wide leadership on Strategic Procurement issues
- Developing and communicating procurement processes that meet probity standards, policy requirements and provide ethical and efficient procurement.
- Implement category spend and dashboard reporting through data analysis. Prioritise opportunities, and develop sourcing strategies.
- Consolidate, rationalise, and standardise category spend as identified in data analysis.

[Contact Us](#)

[Student Fees site](#)

[Procurement Framework](#)

Finance is the Policy Sponsor for the following policies and procedures:

- Asset Management
- Delegations – Contract, Financial, Staffing & Tender
- Finance Governance Manual – Procurement of Goods & Services / Corporate Purchasing Card / Travel & Motor Vehicles
- Finance Governance Manual - Budget Forecasting / Management Reporting / Revenue Collection / Debt Management Receivables
- Fraud & Corruption Control
- Higher Education Domestic Student Refund
- Higher Education International Student Refund
- Investment Guidelines
- Student Fees & Charges
- VET (TAFE) Student Refund