EMPLOYMENT OPPORTUNITY

CHIEF FINANCIAL OFFICER

The University of Divinity seeks to recruit a Chief Financial Officer to commence immediately. This is a full-time role with responsibility for the financial and risk management operations of the University.

APPLICATIONS

Closing date for applications: 5pm on Tuesday 2 February 2016

Applications must include:
A cover letter addressing the selection criteria
A curriculum vitae
Contact details for three referees

Send applications electronically to:
Cate Headey
Office Manager
cheadey@divinity.edu.au

The University of Divinity
21 Highbury Grove
Kew VIC 3101
Australia
(03) 9853 3177

www.divinity.edu.au
CRICOS 01037A
POSITION DESCRIPTION

CHIEF FINANCIAL OFFICER

About the University

The University of Divinity was established in 1910 by the *Melbourne College of Divinity Act* of the Parliament of Victoria. In 2012 it achieved university status as the first (and only) Australian University of Specialisation. The University engages in high quality scholarship and offers a wide range of awards in theology, ministry and philosophy. It has a collegiate structure unique in Australia; every student and staff member joins the University through one of its Colleges. There are eleven Colleges located in Melbourne, Adelaide and Sydney, each one a unique learning community. These Colleges are resourced by thirty partners from eight Christian churches, giving the University an extraordinarily ecumenical constitution. The University’s Vision is that

*Together we empower our learning community to address the issues of the contemporary world through critical engagement with Christian theological traditions.*

About the Office of the Vice-Chancellor

The Office of the Vice-Chancellor provides support to the University Council, the Academic Board, and Vice-Chancellor, and assists in coordination of work across the Colleges. There are 16 permanent staff, in addition to the Vice-Chancellor. The primary office is located at 21 Highbury Grove, Kew, easily accessible by public transport in Melbourne’s inner-eastern suburbs. A secondary office is located in the Uniting Church Centre for Theology and Ministry at 29 College Crescent, Parkville, to accommodate research office staff in proximity to the University’s main research library, the Dalton McCaughey Library.

For more information please see [www.divinity.edu.au](http://www.divinity.edu.au).

Copies of Annual Reports, including the University’s audited financial statements, are available at: [www.divinity.edu.au/university-of-divinity/governance/annual-reports/](http://www.divinity.edu.au/university-of-divinity/governance/annual-reports/)

About the Chief Financial Officer

This is a new position to commence in 2016 to provide strategic and operational support to the University Council in the areas of finance and risk. The CFO works closely with the Vice-Chancellor and the Council’s finance and risk committees to ensure the University’s sustainability and to improve its capacity to deliver its vision, mission, and strategy.

The CFO is responsible for four key areas of activity: a) development and implementation of the Business Plan and annual budget of the Council, to support the Strategic Plan; b) preparation of the University’s Risk Profile including the annual assessment of the Colleges; c) leadership of financial systems and staff in the Office of the Vice-Chancellor; d) preparation of the annual financial statements.
POSITION DESCRIPTION: CHIEF FINANCIAL OFFICER

The Chief Financial Officer is responsible for the financial and risk management operations of the University Council. The Chief Financial Officer exercises a leadership role in the life of the University to support the Council, its Finance and Investment Committee, and its Risk Management and Audit Committee in fulfilment of their responsibilities with regard to financial strategy, accountability, sustainability and development, and risk management.

1. **Key responsibilities**
   1.1 Support the Council through the Finance and Investment Committee to develop and achieve the University’s financial goals.
   1.2 Prepare and monitor the annual budget approved by the Council.
   1.3 Prepare the annual financial statements, liaise with the University’s auditors, and submit financial reports required by government, including the Annual Report to the Victorian Parliament.
   1.4 Develop and implement the Council’s policies and procedures relating to finance, investment, and risk management.
   1.5 Develop, review and implement the Business Plan, Capital Plan, Campus Master Plan and Risk Management Plan.
   1.6 Monitor income, expenditure, and investments under control of the Council and report regularly to the Council through the Finance and Investment Committee.
   1.7 Manage financial systems and staff in the Office of the Vice-Chancellor.
   1.8 Facilitate a work environment that upholds the values of the University.
   1.9 Ensure efficient and effective operation of the procurement function.
   1.10 Maintain collegial relationships with Heads of Colleges and their business managers in relation to financial administration and risk management.
   1.11 Advise the Council through the Finance and Investment Committee on the setting of student tuition and other fees.
   1.12 Oversee the collection and payment of student tuition fees, including administration of the FEE-HELP scheme and compliance with relevant requirements of the *Higher Education Support Act 2003*.
   1.13 Other duties as needed and assigned by the Vice-Chancellor.

2. **Key working relationships**
The Chief Financial Officer:
   2.1 reports to the Vice-Chancellor.
   2.2 is a member of the Finance and Investment Committee and the Risk Management and Audit Committee, and provides support to the Grants Committee.
   2.3 supervises the finance staff in the Office of the Vice-Chancellor.
   2.4 liaises with the Heads of Colleges in the development, communication and implementation of financial policies and procedures and in managing risk.
   2.5 maintains channels of communication with relevant government departmental staff responsible for financial matters.

3. **Selection criteria**
   3.1 An undergraduate degree in accounting.
   3.2 Membership or eligibility for membership of a professional accounting association.
   3.3 A Master’s degree in Accounting, Finance, or Business Administration, or an equivalent record of professional achievement.
3.4 At least five years of progressively relevant and complex experience in accounting or finance at a senior level.

3.5 Essential skills:
   • Demonstrated technical knowledge and skill and expertise in accounting, financial and risk management.
   • Ability to lead and manage a finance team and to establish good working relations with faculty, staff, students, alumni and other constituents of the University, as well as government bodies.
   • Demonstrated ability to be an active participant in planning and policy decision-making.
   • Executive problem-solving skills and the ability to manage complex functions.
   • Ability to integrate current technology and best practices into the accounting, finance and risk management areas of the University.
   • Highly-developed verbal and written communication skills.
   • High level of competence in using MYOB and MS Office.

3.6 Desirable skills:
   • Experience in a senior accounting and/or finance role in higher education.

4. **Key Performance Indicators**
   Ongoing and annual KPIs will be negotiated with the successful candidate.

5. **Terms and conditions**
The Chief Financial Officer is a full-time position based in Kew, Victoria. This is an ongoing appointment, subject to satisfactory completion of a three-month probationary period and to satisfactory performance. The position is remunerated on the University’s salary scale at HEW 9.1 ($112,244 as at 1 January 2016 plus 15% superannuation).