

## JOB DESCRIPTION

<b>Position Title:</b> Director Corporate Services / Chief Financial Officer	<b>Position number:</b> TBC
<b>Business unit:</b> CEO's Unit	<b>Location:</b> Building 39A - Northfields Avenue, University of Wollongong
<b>Reports to (title):</b> Chief Executive Officer	<b>TRF placement:</b> TBC
<b>Revised by (title):</b> Chief Executive Officer	<b>Revised on:</b> October 2013
<b>Approved by (title):</b> Chief Executive Officer	<b>Approved on:</b> October 2013

### Primary purpose

The Director of Corporate Services / Chief Financial Officer (DCS/CFO) is a member of the Executive Management team of UOW Enterprises. UOW Enterprises is the commercial arm of the University of Wollongong and incorporates the UOW College and the University of Wollongong in Dubai as part of its portfolio.

This position works collaboratively with the executive team and provides leadership, direction and strategic advice in areas of expertise. The position must interact closely with the University of Wollongong senior staff to ensure the effective delivery of shared services including Finance and IT.

This position has close interaction at a high level with the Board of Directors. The incumbent must prepare reports for and attend UOW Enterprises Board meetings and other Board committee meetings. In particular the incumbent will be responsible for the preparation of Audit & Risk Committee papers and the presentation of these papers at Committee meetings.

As an integral part of the CEO's Unit, the DCS/CFO will provide high level strategic advice in respect of all financial matters so that UOW Enterprises can achieve its corporate vision and generate maximum value for its shareholder while maintaining high academic standards and quality educational delivery.

This position is tasked to oversee all of UOW Enterprise's financial activities, including financial performance, policies and procedures, financial systems, financial structure, treasury, audit, tax activities and budgeting.

This position will also oversee the development and implementation of marketing, communications and brand strategy and is responsible for leading and directing the strategic planning processes and outcomes within the organisation.

The role maintains functional responsibility and provides strategic leadership to a diverse range of services that include: Human Resources, Marketing, Finance, Audit, Information Management and Technology, Planning and Risk Management. The DCS/CFO is responsible for the efficient provision and the promotion of best practice delivery of common systems and processes of these functions for the Group and where possible aligned with UOW systems.

An important responsibility is the active participation in the future strategic direction of the Group and the implementation of major changes within the organisation that have a positive impact upon operational areas.

### Key responsibilities / accountabilities

Key responsibilities / accountabilities	Outcome	% of time
1. As CFO to oversee all of the financial operations of UOW Enterprises including the production of Board reporting, audited Financial Statements, budgets, management reporting and treasury functions. To report and provide accounting advice on the UOW Enterprise's financial position with a particular focus upon improving profitability and the underlying control environment.	Superior reporting that deals with the complexities of diversified operations in an international context. Reliable financial information concerning UOW Enterprise's operations. Profitability analysis and reviews with a focus upon forecasting.	30
2. Responsible for leading and directing the strategic planning processes and outcomes within the organisation.	Strategic, Business and Operating Plans developed and implemented.	15

	Annual plans updated for changed circumstances. Involvement in annual cycle and throughout the year. Regular forecasting of anticipated profit result.	
3. As the organisational executive lead for risk, this position is responsible for the company's business assurance framework, incorporating internal audit plan and risk management plans and strategies.	Minimisation of risk. Internal audit plan, Risk Management Plan, Risk Register and associated reporting.	15
4. Oversee the development and implementation of marketing, communications and brand strategy that will elevate the reputation, applications, and enrollments of UOWC and UOWD. Group oversight and responsibility for the development and implementation of business unit annual marketing plans, for strategic market planning and market research and programmes.	Brand and Strategic Marketing plans developed and implemented. Brand strategy evident throughout operations. Increased student enrolments.	15
5. Lead, direct, manage, guide and develop the Corporate Services Division (Human Resources, Finance, Marketing, Audit, Information Management and Technology and Risk) to ensure the efficient and effective delivery of services, plans and policies.	Core service delivery is maintained within normal business unit expectations. In accordance with published KPI's and agreed timeframes.	15
6. Driving organisational efficiencies by establishing, monitoring and improving key performance indicators and drivers for each of the business units.	Production of KPIs and reporting. Business units' meeting KPIs. All KPIs are met.	5
7. To ensure that offshore operations have the necessary support and advice from the Corporate Services Division to achieve their business goals.	To ensure remote locations receive as much support as required to complete their business objectives. Extent of regular communication with remote locations. Value of support measured by external unit feedback	5

### Other responsibilities

- Work health and safety responsibilities:
  - a. take reasonable care for your health and safety, and
  - b. take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons, and
  - c. comply, so far as reasonably able, with any reasonable instruction that is given to ensure compliance with work health and safety legislation; and
  - d. co-operate with policies or procedures relating to health or safety at the workplace.
- Demonstrate the Values (passion, creativity, integrity, collaboration, courage, exceptional) on a day to day basis.
- Observe principles and practices of Equal Employment Opportunity (EEO).
- Evaluate, train, develop, and motivate staff. Demonstrate responsibility.

### Key working relationships

Key working relationships	Nature and purpose of contact
Chief Executive Officer Board of Directors	Provide assistance and seek instruction on a wide range of matters as arise from time to time
Audit and Risk Committee	Management responses to issues, manage internal audit follow up and reporting to committee
Remuneration Committee	Management Reports on remuneration related issues
Senior Executive Team	Provide strategic and operational advice in accordance with the organisation's objectives

Corporate Services Staff	Reporting, operating plans
Group Manager Finance	Financial reports and assistance
Divisional Management & Staff	Financial results and ongoing profitability of the organisation plus policy and procedural issues
External Auditors and Internal Auditors	Consolidated reporting and wide range of ad hoc matters as arise from time to time
UOW Finance, IT, staff and HR staff	Operational matters, changes to policies and procedures
External Parties	Developing relationships with external parties for the benefit of UOW Enterprises

**Decision making authority**

Decisions expected	Recommendations expected
<ul style="list-style-type: none"> <li>Expenditure within delegated authorities and operational budgetary provisions.</li> <li>Prioritisation of work load and project portfolio to bring about maximum organisational benefit.</li> <li>The design of the financial framework of the Group to accommodate the business unit portfolio as it evolves.</li> <li>Responsible for the management and resolution of any contentious issues arising in the Corporate Services functions.</li> <li>Determines strategic direction, yearly operating priorities and budget and operational change priorities in the Corporate Services units.</li> <li>Approvals in accordance with the Delegations of Authority Policy.</li> </ul>	<ul style="list-style-type: none"> <li>Organisational direction and strategy as this relates to business growth and profitability.</li> <li>The position considers a wide range of variables in interpreting and translating the goals and objectives of business units into both long term plans and day to day operations</li> <li>Recommendations regarding budget allocation, activity designs to meet goals, staffing and recruitment, and productivity improvements, although some decisions may require wider consultation before implementation</li> <li>Change in internal controls and procedures</li> <li>Review of current systems and recommendation for future improvements and developments</li> </ul>

**Position dimensions**

- Operational budget: \$50 mill (2013)
- Number of employees reporting directly: 3
- Number of employees reporting indirectly: 9-12

**Selection criteria – qualifications, education, experience, skills and knowledge**

**Knowledge and experience required:**

- A Bachelor's degree in Accounting or Finance or equivalent and professional membership (CPA or equivalent)
- Post graduate qualifications in a relevant field would be favourable
- Strong process analysis skills
- Strong communication skills
- Proactive problem solver
- Self-starter, energetic and motivated
- Organised and focused on deadlines
- Thinks beyond the immediate situation; understands interrelationships and effects of any given action or result; challenges established ways of doing things by coming up with resourceful ideas and solutions.
- Aware of diversity and inclusion initiatives around attracting, developing and retaining the best talent, engaging the workforce, fostering education and establishing accountability
- Strong quantitative and analytical skills
- Strong teamwork and negotiation skills

**Practical/Specialist Skills:**

- Minimum 5 years plus experience in a similar role with broad experience in financial accounting, business analysis and commercial strategy
- Project management experience and skills with a proven track record of execution of initiatives requiring input from multiple parties
- Proven ability to develop high level relationships
- Strong valuation/ analytical skills
- Experience in developing financial and operational efficiency models to enable volume forecasting and management decisions
- Exposure to Middle Eastern/Asia/ Northern Africa region business environment and related operational procedures is desirable but not essential

**Other Skills or Competencies:**

- Technical, problem solving
- Experience in leading and working with marketing professionals
- Ability to work with minimal supervision, in a pressured environment
- The ability to travel periodically
- A commitment to Values of Passion, Courage, Integrity, Exceptional, Collaboration and Creativity
- Certified proof of right to work in Australia

**Other information**

- The University of Wollongong (UOW) is the sole shareholder of the UOW Enterprises group. UOW provides services to UOW Enterprises including Finance and IT which are essential for the effective operation of UOW Enterprises. This role must ensure that the shared services operate effectively and efficiently to deliver the business outcomes required of UOW Enterprises.
- While there is a local Finance Manager in Dubai, this role acts as the Chief Financial Officer for the UOWD company entity UOWD Ltd. A thorough understanding of the financial and operational challenges associated with offshore operations is essential.