



FINANCE MANAGER

DEPARTMENT/UNIT	Office of the Pro Vice-Chancellor (Indonesia)
FACULTY/DIVISION	Office of the Pro Vice-Chancellor (Indonesia)
CLASSIFICATION	HEW 8
DESIGNATED CAMPUS OR LOCATION	Monash Indonesia

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

In establishing the Monash Indonesia campus the University is continuing its commitment to being a truly global university. This new Monash campus joins a dynamic network alongside the highly successful Monash University Malaysia, as well as our partnered campuses in Suzhou and Mumbai.

The campus will make a strong and distinctive contribution to Indonesia's social, economic and technological development. Through the establishment of this campus Monash is cementing its position as a truly global university. Monash is committed to making a global impact and this requires a global outlook. Indonesia is a key partner for Australia and the University, and we're committed to building important and lasting relationships.

The establishment of a local Monash campus will build and strengthen existing ties between Australia and Indonesia, and provide access to exceptional students, staff, research collaborations, industry engagement and alumni. We will pave new pathways for students who desire a global education and be awarded at the conclusion of their studies with a world-class Monash University degree.

POSITION PURPOSE

The Finance Manager provides strategic financial services, guidance and advice, in line with Monash Indonesia's finance strategy. Working collaboratively with the Chief Operations Officer, this role is responsible for the delivery of high quality accounting, tax and financial advisory services, including budgeting and planning, forecasts, analysis and reporting, all whilst focusing on continuous improvement and the delivery of innovative business solutions. This position champions excellence in financial management and practices and leads the delivery of Monash Indonesia's long term finance goals and vision.

This role will provide overall financial management and day to day monitoring, monthly reporting and cashflow oversight as well as a number of transactional financial activities as required. This includes setting up financial systems and controls, policies and procedures and a focus on the overall operating model and financial services to assist the Monash Indonesia leadership team around budgeting, planning, forecasting and reporting.

Reporting Line: The position reports to the Chief Operations Officer with dotted reporting line to the Interim Director, Group Accounting and Taxation

Supervisory Responsibilities: Not Applicable

Financial Delegation: Yes, in accordance with the University delegations schedule

Budgetary Responsibilities: Yes, in line with Key Responsibilities

KEY RESPONSIBILITIES

1. Management and responsibility for all accounting, tax and financial duties for Monash Indonesia, including but not limited to payroll, purchasing, invoicing, banking, cashflows, leases and fixed assets, tax etc, and maintenance of an appropriate month end and year end close process
2. Management and preparation of the statutory annual financial statements, related accounting policies and audit processes in compliance with Indonesian and International financial and tax reporting standards, and support the information and reporting requirements of the parent
3. Manage and maintain the set-up of appropriate financial systems, controls, policies and procedures (in line with the parent where relevant), to support Monash Indonesia operations and enhance the accuracy, integrity and reliability of financial information.
4. Manage and coordinate a range of complex financial management activities aligned to business needs including: budgeting, planning, modelling, forecasting, financial analysis, reporting and performance monitoring in accordance with Monash University policies, procedures and strategic priorities
5. Develop and maintain financial management reporting to support Monash Indonesia operations and strategic decision making, providing authoritative commentary and advice (on financial capability, operating performance and business growth improvements) and identifying and responding strategically to issues, trends and opportunities
6. Lead financial analysis, project costing and Monash Indonesia initiatives to inform business planning and decision making for project development and resource management
7. Manage and coordinate a work environment of continuous review and improvement activities relating to financial management, reporting and accounting practices, processes and service provision
8. Manage and advise on risk issues associated with financial management initiatives and changes, including compliance with statutory and regulatory obligations, business protocols and standards
9. Implement and oversee projects, including development and review of finance related policy and procedure, financial management initiatives and changes to practice in response to legislative change or advances in technology
10. Develop and maintain strong partnerships with finance service providers, other relevant business units, functional areas and key staff, to ensure that key finance functions to provide expert advice and ensure that key finance functions such as accounts payable and accounts receivable continue to function effectively
11. Other duties as directed from time to time

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - An accounting or equivalent finance / business degree qualification with extensive relevant experience and professional designation such as Indonesian Institute of Chartered Accountants or CPA ; or
 - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Excellent operational management skills and substantial experience and capabilities in (strategic financial management, budget development and reporting, systems improvement, project costing, quality control, financial analysis and monitoring) in a large and complex organisation
3. Demonstrated knowledge and application of Indonesian accounting and tax reporting standards and legislation (including management and preparation of audited statutory financial statement and intra-group transactions) and ability to apply these in a complex financial operating environment
4. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines
5. Demonstrated financial, auditing and investigative skills, including the use of current computer aided software, reporting and financial systems
6. Excellent numeracy, analytical and problem-solving skills including the ability to quickly assimilate new concepts and information and deliver positive, innovative solutions
7. Highly developed interpersonal and communication skills with the ability to negotiate and build consensus at levels and including those with varying levels of financial literacy
8. Demonstrated competence in the preparation of professional documentation and reporting for management and academic audiences with mixed levels of financial literacy
9. Demonstrated effective oral and written communication skills, liaison skills, and interpersonal skills in English and Bahasa Indonesia
10. Sound judgment, discretion, and the ability to handle sensitive materials
11. Demonstrated initiative and the ability to work independently, under pressure and with limited direction; and the flexibility and willingness to undertake varied tasks as required
12. Ability to contribute effectively as a member of a small team, including proven cooperation and reliability

OTHER JOB RELATED INFORMATION

- Willing to travel as required
- Non-standard working hours may be required from time to time
- There may be peak periods of work during which taking of leave may be restricted
- This position will require a successful National Police Record check
- This position will require a Finance check
- This position will require a successful Medical check

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.