

Director, Finance

POSITION DETAIL

POSITION TITLE	Director, Finance
REPORTS TO	CEO
DIRECT REPORTS	None
REMUNERATION	Attractive remuneration (plus super) depending experience
WEBSITE	www.sse.edu.au

PRIMARY FUNCTION

Reporting to the chief executive officer and partnering with the board and audit, finance and risk committee (afrc), the sse director, finance is responsible for accurate reporting of financial results and managing the company's financial affairs. The director, finance is responsible for the strategic and operational leadership of a range of key activities critical to the success of sse. These activities include financial management and planning, reporting to the board, ceo and executive leadership team on budget analysis, financial trends and insights, forecasts and assessing financial risks and opportunities as well as asset management and policy administration. The director, finance will be accountable for the provision of high-quality financial support to the ceo with the objective of supporting sustainable revenue growth and efficiency across the organisation, whilst understanding and mitigating business risks and building key relationships with operational stakeholders.

OVERVIEW OF THE SCHOOL AND POSITION CONTEXT

Established in 2016 with cornerstone investment by the NSW Government, Sydney School of Entrepreneurship (SSE) is a partnership between 12 tertiary institutions—all 11 NSW universities and TAFE NSW—headquartered in Australia's highest density start-up precinct. SSE works in collaborative partnership with diverse stakeholders across education and business ecosystems to provide entrepreneurial and innovative learning opportunities that grow future of work capabilities and enable jobs creation and education pathways.

The Director, Finance reports to the Chief Executive Officer and works across a high-performing team. This role provides the single point of accountability for delivery of financial services to SSE and is required to possess superior relationship skills and be able to make appropriate decisions in a semi-autonomous environment. The incumbent will demonstrate excellent organisational, time and workload management skills with a demonstrated ability to manage multiple tasks, well-developed ability to synthesise complex concepts in a business centric/client focused manner, superior analytical and problem-solving skills, with the ability to work accurately with attention to detail. The position has input into the strategic plan, governance and decision making in relation to financial and operational needs. The position leads the financial and policy management strategies and practices for SSE. The incumbent is expected to exercise confidentiality, trust, high-level tact, and diplomacy, as well as initiative in all matters.

The incumbent actively participates in the development of team goals, taking initiative to help other team members and is effective in leading or taking direction depending on the task at hand and the needs of the team.

KEY ACCOUNTABILITIES

	<i>Frequency</i>
<p>1. Strategic Financial Management, Accounting & Finance Operations and Reporting</p> <ul style="list-style-type: none"> • Build and maintain effective relationships with internal & external stakeholders • Manage the financial reporting for SSE. This includes, but is not limited to, monthly financial reporting, budgeting and forecasting, 3-5-year financial plans and all statutory financial reporting • Provide sound financial support and insights to enable the CEO and Board, via the Audit, Finance and Risk Committee to make critical business decisions • Compilation and presentation of detailed financial results, performance metrics, KPIs and insights to the Board; meeting the required level of quality and understanding for explanation to these and other key stakeholders • Advise and implementing best practice methods to increase revenue and reduce costs and enhance operational efficiency • Review and streamline business processes where required and contribute to broader business process restructuring reviews and implementations • Identify, contribute to, and drive ongoing opportunities for collaboration to ensure required transactional linkages are maintained & continuously improved • Support CEO and senior leadership team in the development and launch of new products and services through the development of business models and business plans as required. • Facilitate feasibility studies and other advice in relation to prospective decisions; prepare and conduct reviews of business cases and financial justification thereof • Provide analysis, recommendations, and implementation to improve the financial viability of business operations. • Support CEO and leadership team in the delivery of outcomes within target guidance and appropriate business cases tabled for variation • Understand and manage the critical success factors and value drivers to achieve agreed strategic objectives. • Identify issues and propose business solutions where required • Continuously improve the preparation, submission and presentation of quality, timely and accurate management reports with associated commentaries and supporting analysis, tables, and charts and explanations of major movements and variances to plan etc (including Investment Management reports). • Manage relationship with Board appointed Investment Manager and facilitate monetary and investment transfers as approved by Board or CEO. • Manage and oversee the taxation affairs of SSE and liaise with external tax firm for specialist advice as required • Manage and oversee the cashflow of SSE (in conjunction with Investment Manager) to ensure sufficient liquidity to manage SSE's operations at all times • Manage and oversee the SSE's financial systems and internal controls • Manage Financial and Management Accounting functions including, but not limited to, Accounts Payable, Accounts Receivable, Tax and Payroll • Monitor and manage procurement, payments, debtors and ensure grant and other income is received on a timely basis. • Develop, track, analyse and report financial and operational KPIs using scorecards, trend analysis etc. 	<p><i>Daily and ongoing</i></p>

2.	<p>Governance and Risk Management</p> <ul style="list-style-type: none"> • Work with the CEO to ensure that effective and required governance procedures are in place, business and budget planning and management occurs and that the School operates under a financially sustainable model • In conjunction with the CEO, responsible for compliance with relevant regulatory, contractual and legal obligations • Ensure SSE complies with governance requirements including the School's management procedures, annual reporting, policy compliance, and regular reviews • Manage the External Auditor relationship and ensure SSE is compliant with ACNC requirements and accounting standards • Reviewing, updating and maintaining all finance, HR, IT and necessary business policies and procedures • Contribute to the ongoing development, documentation, implementation and change management of new standard policies, procedures, processes, systems. • Establish and manage a comprehensive training program to educate staff regarding policies and procedures • Provide advice on interpreting, applying and implementing business policies, procedures and guidelines and, monitor compliance to ensure risk is minimised. • Establish, monitor, and maintain appropriate internal controls to safeguard financial and company assets • Ensure the business has a compliant risk framework in place • Ensure a safe working environment is in place for all staff, and continuously monitor and evaluate risks and opportunities for improvement, in line with SSE policy and legislative/ regulatory requirements. • Ensure compliance with WHS Policies and Procedures and other relevant policies and governance procedures. • Coordinate the identification and management of risks that threaten the ongoing efficient and effective execution of SSE's business plans, the delivery of core services within the School, and facilitate the structured and coordinated approach to mitigating risks across the organisation • Conduct annual risk reviews with SSE team • Identify and communicate critical and emerging issues and recommend corrective actions with emphasis on ensuring long-term financial viability of SSE. 	<i>Daily and ongoing</i>
3.	Any other duties appropriate to the role classification as required by the CEO	<i>As required</i>

KEY RELATIONSHIPS

INTERNAL

MAIN CONTACT	FREQUENCY	PURPOSE
Chief Executive Officer	Daily	In the context of relevant Key Accountabilities
SSE Leadership Team	Daily	In the context of relevant Key Accountabilities
SSE Board and Committees	As required	In the context of relevant Key Accountabilities
SSE staff – all levels	Daily	In the context of relevant Key Accountabilities

EXTERNAL

MAIN CONTACT	FREQUENCY	PURPOSE
Service Providers: suppliers, Auditors, Investment Partner, other vendors and stakeholders	As required	In the context of relevant Key Accountabilities
SSE's talent pool ('The Brains Trust') of Facilitators, Program Associates, Entrepreneurs/ Experts in Residence	As required	In the context of relevant Key Accountabilities
University and TAFE NSW Members	As required	In the context of relevant Key Accountabilities
Community, industry and professional partners and stakeholders	As required	In the context of relevant Key Accountabilities

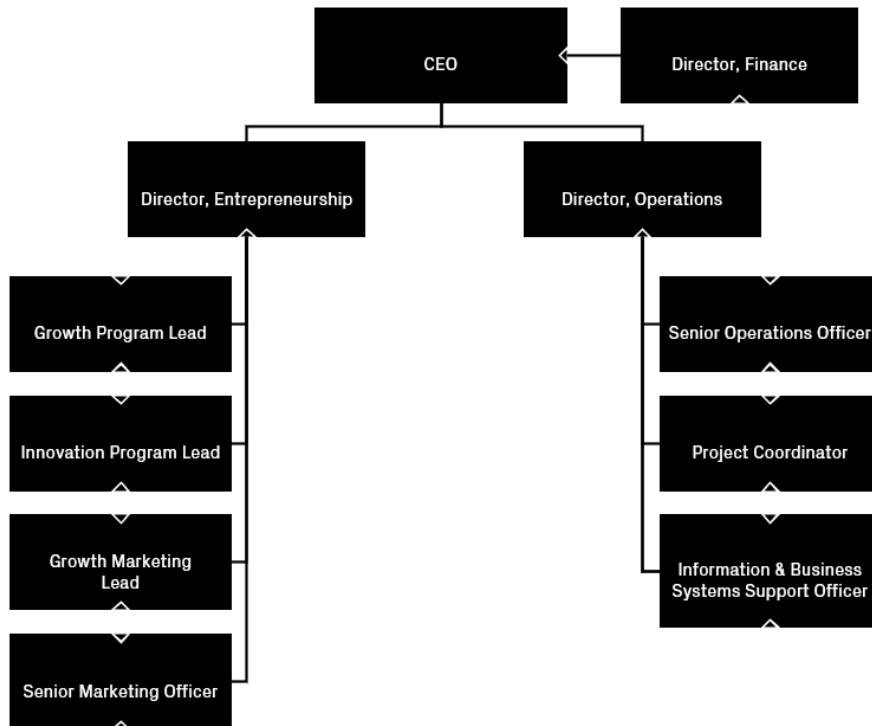
STAFF DATA

DIRECT REPORTS: number of direct reports to this position, their classification and number of incumbents	0
INDIRECT REPORTS: number of reports via subordinates to this position	0

SELECTION CRITERIA

EXPERIENCE, SKILLS AND QUALIFICATIONS	ESSENTIAL	DESIRABLE
Bachelor's Degree in Accounting, Finance, or related field (MBA highly desirable) with extensive, relevant experience	X	
Demonstrated strategic financial leadership experience, preferably at CFO level	X	
Proven skills in, but not limited to, quality, timely, and accurate BAU accounting requirements, budgeting, forecasting, management accounting and reporting, profit and loss variance analysis, general ledger reconciliations, journals, procurement, debtors' management, etc. Professional accounting qualification such as CA or CPA.	X	
Demonstrated understanding of business and financial and accounting process management, with ability to initiate and effectively implement continuous improvement as well as major change.	X	
Extensive demonstrated experience in financial administration/management, data analysis and reporting (Plan, Budget, Actual, Forecast etc.), including experience in developing, tracking and reporting Key Performance Indicators, building business case rationales and business process improvement.	X	
Ability to respond to changing circumstances and willingness to undertake new tasks as the need arises	X	
Experienced proficiency with Excel and working knowledge of financial software including Xero and Expensify, or equivalent	X	
Previous work experience in a higher education or start-up environment		X
Knowledge or experience of the NFP sector		X

ORGANISATIONAL CHART



WORKING WITH CHILDREN

<p>Working with Children Check clearance must be obtained (at the company's expense). Please refer to the Working with Children Policy for further information.</p>	Yes
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EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION

<p>Demonstrated understanding of the incorporation into SSE life of the principles of Equal Employment Opportunity and Affirmative Action EOOnline; and ability to work positively with staff, students, clients and others from a diverse range of backgrounds.</p>
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WORK HEALTH AND SAFETY (WHS)

<p>Understand your WHS responsibilities and actively ensure the health, safety and wellbeing of yourself and others at work in accordance with the Sydney School of Entrepreneurship's WHS policy and procedures and as described in the role responsibilities of the WHS policy.</p>

AUTHORISATION

The Supervisor and Appointed Delegate confirm that this is a true reflection of the duties and accountabilities of this role.

SUPERVISOR	Position Title: CEO	APPOINTED DELEGATED	Chief Executive Officer
	Name: Sarah Jones		