

## Position Description:

Finance Manager	
<b>Reports to</b>	Vice Chancellor and Dean
<b>Employment fraction</b>	Estimated at 0.6 to 0.8 Full Time Equivalent
<b>Location</b>	NewMed office Level 7, 179 Turbot Street Brisbane, with the option of some virtual work from home.

### About New Medical Education Pty Ltd

New Medical Education Australia Pty Ltd (NewMed) is an exciting venture, working towards being to be a new Australian medical school. NewMed will offer an innovative, hybrid delivery, graduate entry Doctor of Medicine(MD), subject to successful registration/accreditation with the Tertiary Education Quality and Standards Agency (TEQSA) and accreditation with the Australian Medical Council (AMC).

### About the position

We are seeking a dynamic and experienced Senior Finance Manager to join our leadership team. This person will play a key role in NewMed’s establishment and growth nationally. The ideal candidate will have a deep understanding of higher education, strategic planning, compliance, budget modelling, financial and management accounting, payroll, commercial contracting, risk management and insurance, facility management, and the financial nuances of delivering on this University College of Medicine.

Reporting directly to the CEO and Dean, the incumbent will be part of the NewMed leadership team. The position will be hands-on in nature, delivering services, ensuring best practice, driving process improvements, and contributing to the strategic direction of the University College.

### Key responsibilities

- **Quality, compliance, risk management and insurance:** Foster a culture of quality and risk mitigation. Ensure compliance with legislation, regulations, standards and NewMed policies. Continually improve internal policies, procedures, systems and controls.
- **Business Continuity:** In partnership with the CIO and Registrar accountable for business continuity, prioritising the delivery of academic and administrative services to staff and students.

- **Financial Strategy & Planning:** Work closely with the CEO and Dean, and the leadership team (MD Program Director, Evaluation and Research lead, Registrar, CIO, Marketing Manager) to develop strategic business cases and execute financial strategies that support NewMed to achieve its Mission and Vision to establish and deliver the program.
- **Budget Management, Analysis and Reporting:** Prepare and optimise budget models. Provide insightful financial analysis, forecasting and management reporting to guide strategic and operational decision-making.
- **Student Fee Management:** fee modelling and setting, publication and communication, accounts receivable, debt management, legislative compliance, sponsorships, client service, reconciliations and quality assurance.
- **Financial Accounting and Payroll:** Manage and process day-to-day accounting transactions using XERO (or similar software). Prepare and oversee disbursement of Payroll (STP), Superannuation, Payroll Tax, Workers Compensation, BAS, GST, FBT and PAYG returns.
- **Cash Flow Management:** Monitor income, expenses and cash flow. Strategically manage cash assets. Implement financial controls to ensure liquidity while managing risk.
- **Commercial contracting:** Participate in and lead the financial elements of contract negotiations. Prepare with the internal stakeholders, an agreed contracting strategy and negotiation plan to deliver effective win-win outcomes.
- **Landlord relationship and management of NewMed's leased office facilities:** Manage the relationship with the Landlord and ensure smooth and reliable operation of office facilities.
- **Bank relationship:** Manage the relationship to ensure NewMed's objectives can be met.
- **Insurance:** Ensure insurance cover is comprehensive to protect against operational risks.
- **Audit:** Coordinate annual external audits.
- **Team Leadership** of a small team including Quality Manager, HR Manager and external partners for accounting, audit, insurance and legal. Manage the HR and financial aspects of onboarding new staff.

## Required qualifications and experience

Required qualifications and experience include:

- CA/CPA qualified accountant with experience in a similar role. Well versed in accounting standards and legislation, contemporary financial management practices and policies.
- Experience in the Higher Education sector. Knowledge of or the ability to swiftly gain an understanding of the [Higher Education Support Act](#), Tertiary Education Quality Standards Agency Act and related regulations.
- Focused and driven with strong business acumen and demonstrated effective commercial negotiation skills.

- Strong analytical mindset with the ability to interpret, tabulate and present complex and meaningful data to stakeholders.
- Ability to quickly identify discrepancies in financial data and investigate accordingly.
- Solid understanding of financial management systems, experience with Xero or similar accounting software.

## Personal attributes:

- Excellent leadership, communication, and team-building skills. Ability to foster relationships across all levels of the organisation.
- Self-driven, quality management and entrepreneurial attitude.
- Positive outlook and ability to build a culture of service excellence.
- Flexibility, resilience, integrity and ethical conduct.
- Ability to engage with and positively represent NewMed to a broad range of stakeholders.

## Responses

Please email [bob.oconnor@newmedschool.com](mailto:bob.oconnor@newmedschool.com) with an application addressing the above Required Qualifications and Experience in the context of the Key Responsibilities, and curriculum vitae, by 30/11/2024.

For confidential discussion about the role, a telephone or online meeting could be arranged.

For more information, please take a look at the [NewMed website www.newmedschool.com.au](http://www.newmedschool.com.au)