

POSITION DESCRIPTION

Position Title	Finance and Planning Business Partner		
Organisational Unit	Finance and Planning Directorate		
Functional Unit	Financial Corporate Services		
Nominated Supervisor	Associate Director, Financial Corporate Services		
Classification	HEW 9		
CDF Level	CDF1	Position Number	10610785
Attendance Type	Full Time	Date reviewed	08-APR-2026

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

An ACU education builds on the Catholic understanding of faith and reason working together in pursuit of knowledge and promotion of human dignity and the common good.

An ACU education seeks to transform lives and communities. Students are challenged to look beyond the classroom, solve real-world problems, develop their own search for meaning and cultivate strong professional ethics. They are invited to stand up for people in need and causes that matter.

ACU is open to all. As is common with great Catholic institutions the world over, the university is inclusive and supportive of everyone, every day – regardless of their faith or tradition.

ACU is a young university making a serious impact. Ranked in the top two per cent of universities worldwide and in the top 10 Catholic universities, we're also a leader in employability with 94 per cent of our graduates employed. The university has seven campuses around Australia, a campus in Rome, Italy, and an online campus – ACU Online.

ACU has four faculties, and several research institutes and directorates. We believe our number one asset is our people. It's the character, enthusiasm and dedication of our staff that make this a university like no other. All our staff contribute to the achievement of our goals set out in ACU's Vision 2033 and aim to provide high-quality services with a strong focus on service excellence.

To be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

The structure to support this complex and national university consists of:

- Vice-Chancellor and President
- Deputy Vice-Chancellor - Catholic Mission
- Provost and Deputy Vice-Chancellor (Academic)
- Deputy Vice-Chancellor (Corporate)
- Deputy Vice-Chancellor (Research and Enterprise)
- Deputy Vice-Chancellor (Education)

ABOUT THE FINANCE AND PLANNING DIRECTORATE

The Finance and Planning Directorate provides all areas of financial and planning services across the University. The Directorate has offices in Melbourne, North Sydney and Brisbane where each office has local responsibility as well as functional responsibility. The Melbourne office oversees management reporting, planning and finance system administration, the North Sydney office has the directorship, treasury, financial accounting, management accounting, accounts payable, accounts receivable, tax, building assets, procurement and systems enablers. While the Brisbane office includes IT procurement, equipment assets and budgeting and planning.

ABOUT FINANCIAL CORPORATE SERVICES

Financial Corporate Services areas of focus include:

Financial Advisory:

Financial Advisory is provided for all areas of the University through the Portfolio Business Partner (Finance) and Business Partner (Finance) Faculty engagements. Strategic, operational and commercial financial advisory is a key deliverable to underpin sound decision frameworks.

Management and Operational Reporting:

Management and operational reporting is available to ensure the monitoring of financial performance at organisational area and University levels.

Financial Planning and Budgeting:

The University undertakes an annual Budget (phased monthly) and a Management Centre Forecast process managed through the Planning and Budgeting team.

Finance Systems:

Finance systems undertakes ongoing system development and maintenance of the finance system to enable efficient finance operations and management including reporting outcomes.

Finance Training:

Delivery of Finance training on University finance policies, process, budgeting, reporting, management and transactional processes.

POSITION PURPOSE

The Finance and Planning Business Partner (FPBP) is a finance professional operating within the Finance and Planning Directorate who works collaboratively with the Professional Service Hub to provide Faculties and Portfolios with strategic financial insights, decision-making support, and strategic alignment to meet the overall University's goals of Vision 2033. The FPBP is required to have a deep understanding of the Faculty/Portfolio's financial, planning and business operations, act as liaisons between the finance and planning function and the operational business units, leveraging financial expertise to contribute to the overall financial sustainability of the University. The FPBP plays a key role in translating financial data into actionable insights, fostering collaboration, contribute to key financial decision making, and ensuring that financial strategies align with the broader University strategy.

KEY RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- [ACU's Vision 2033](#)
- [Catholic Identity and Mission](#)
- [Code of Conduct for all staff](#)
- [ACU Capability Development Framework](#)
- [ACU Staff Enterprise Agreement 2022-2025](#)
- [ACU Staff Reconciliation Action Plan](#)

The [Capability Development Framework](#) describes the core competencies needed in all ACU staff to achieve the university's strategy and supports its mission.

Responsibility	Scope
Align financial strategies with overall business goals. Regularly engage with the management and the budget holders to understand strategic priorities. Translate business objectives into financial goals and metrics. Develop financial plans that support and contribute to the achievement of strategic objectives including financial models to maximise revenue diversification	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Develop deep knowledge of the business and its operations. Work closely with business units to understand their operations, challenges, and opportunities. Stay informed about industry trends and market dynamics. Foster a strong partnership by demonstrating a genuine interest in business functions.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Apply financial expertise and insights to support decision-making Provide accurate and timely financial analysis. Use financial models to evaluate the impact of business	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit

Responsibility	Scope
decisions. Communicate complex financial concepts in a clear and accessible manner.	
Apply financial expertise and insights to support decision-making. Provide accurate and timely financial analysis. Use financial models to evaluate the impact of business decisions. Communicate complex financial concepts in a clear and accessible manner.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Foster strong relationships between finance and business units. Act as an independent trusted advisor to management and the Budget holders. Regularly meet with key stakeholders to understand their needs. Establish open lines of communication and encourage collaboration. Effectively communicate financial information to non-finance stakeholders. Tailor communication style to the audience, using language that is easily understood. Facilitate workshops and training sessions to enhance financial literacy	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Drive ongoing improvement in financial processes and outcomes Regularly review and optimise financial processes. Seek feedback from business partners and stakeholders for process enhancements. Stay informed about best practices and implement improvements accordingly. Leverage technology to enhance efficiency and decision support. Stay updated on technological advancements in finance and analytics. Implement relevant financial management systems and analytics tools. Provide training on technology usage to improve finance processes.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University
Navigate and support the organisation through changes. Proactively identify potential impacts of changes on financial outcomes. Provide guidance on financial implications during periods of transformation. Demonstrate adaptability and resilience in the face of organisational shifts.	The position mainly contributes to activities; outcomes and goals within the faculty/directorate/organisational unit
Uphold ethical standards and maintain integrity and unbiased attitude in financial practices. Ensure compliance with regulatory requirements and ethical guidelines. Communicate and reinforce the importance of ethical behaviour within the finance function. Proactively identify and address any ethical concerns.	The position contributes to activities; outcomes and goals; that are implemented and have impact across the University

HOW THE ROLE OPERATES

The position seeks commercial opportunities to improve core business to help ACU meet organisational objectives.
The position is expected to demonstrate critical thinking to make recommendations; to meet changing demands; and provide business aligned solutions.

The position requires negotiation skills.

This position does not have managerial responsibilities.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience:	• Qualification - Relevant degree and significant relevant experience or an equivalent level of knowledge gained through a combination of education, training and/or experience. • Skill - Demonstrated ability to research, analyse and interpret data to assist with evidence based identification of trends and decision making. • Skill - Well-developed written and verbal communication, influencing and stakeholder relationship management skills. • Knowledge - Understanding of the higher education sector or experience in a complex matrix organisation. • Skill - Able to apply critical thinking to make recommendations to meet changing demands and provide organisationally aligned solutions. • Skill - Ability to rapidly develop an understanding of the function and operating environment of their faculty or directorate portfolio to provide expert advice and appropriate solutions. • Experience - Demonstrated other relevant experience in Relationship Management, Problem Solving skills, Adaptability, Influence and Persuasion skills, Project Management skills, Data Visualisation skills, Ethical Judgement capability, Negotiation skills and Team Collaboration.
Core Competencies:	• Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values. • Understand the business environment in which ACU operates and adopt a university-wide point of view to seize opportunities and improve commercial viability. • Keep stakeholder interest at the core of ACU business decisions and ACU service excellence as a top priority. • Communicate with purpose. Gain the support of others for actions that benefit ACU. Negotiate for mutually beneficial outcomes that are aligned with the Mission, Vision and Values of the University. • Plan work activity, prioritise time and resources using established ACU processes and technology to achieve optimum efficiency and effectiveness.
Essential Attributes:	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal

	employment opportunity and workplace health and safety, appropriate to the level of the appointment.
Working with Children and vulnerable adults check	This role does not require a Working with Children Check.
Pre-employment declaration and background check	Preferred candidates will be required to complete mandatory pre-employment declarations and background checks, including those related to gender-based violence and foreign interference, in line with ACU's compliance requirements.

REPORTING RELATIONSHIPS

For further information about the structure of the University, refer to the Organisation Chart
<https://www.acu.edu.au/about-acu/leadership-and-governance/leadership/organisational-structure>

