

# POSITION DESCRIPTION

## Senior Finance Operations (Fin Ops) Coordinator



### POSITION DETAILS

Position Title	Senior Finance Operations (FinOps) Coordinator
Classification	HEW 7
Position Number	7015450
School/Office	Digital Services / Office of the Chief Digital & Information Officer
Division	Division of Operations

### POSITION PURPOSE

This role provides strategic financial analysis, forecasting, reporting, operational support, and high-level administrative coordination to enable effective decision-making and resource optimisation across the Office of the Chief Digital and Information Officer. The position supports senior leaders, including the Chief Digital & Information Officer, Executive Directors, Executive Portfolio Coordinator and other Senior leaders within the portfolio, and contributes to the University's digital transformation agenda by ensuring financial integrity, service efficiency, and compliance.

The role has a particular focus on FinOps practices and financial accountability in cloud services, software subscriptions, and digital infrastructure investments. It bridges the gap between Finance, Technology, and Business to deliver transparent cost management and value-driven digital service delivery.

### KEY ACCOUNTABILITIES

- **Monitor and report** on cloud and infrastructure costs by tracking expenditures across services and teams and delivering regular reports and dashboards to stakeholders.
- **Tag and allocate costs accurately** to business units, products, or projects to improve transparency and support strategic decision-making.
- **Identify and implement cost-saving opportunities** (e.g., reserved instances, rightsizing) in collaboration with engineering and operations teams.
- **Establish FinOps KPIs and benchmark practices** against peer institutions and market standards to assess maturity and performance.

- **Embed cost optimisation into design** and provisioning by working closely with cloud operations and enterprise architecture teams.
- **Develop financial dashboards** and self-service tools to help business units visualise consumption and cost data.
- **Support forecasting, budgeting, and strategic planning** through financial modelling, expenditure trend analysis, and show back frameworks aligned to business value.
- **Enhance financial governance and collaboration** by educating teams on cost accountability, refining chargeback models, and ensuring compliance with audit and capitalisation standards.
- **Advise senior executives** and client leaders on financial strategy, risk, and performance, enabling informed decision-making.
- **Oversee budget and forecast development**, ensuring accuracy, insight, and alignment with institutional frameworks.

## QUALIFICATIONS, EXPERIENCE AND SKILLS

### Essential Criteria

1. Postgraduate qualifications in Accounting, Finance, or a related field, or equivalent combination of experience and education.
2. Extensive experience in financial analysis, modelling, and reporting, including the ability to interpret complex data and deliver actionable insights.
3. Demonstrated ability to interpret complex technology usage information and present it in clear, meaningful financial reports and recommendations that support informed decision-making, effective budget management, and value for money across the organisation.
4. Extensive experience using Microsoft Excel and organisational financial systems (TM1, GL wand, Oracle) to analyse expenditure, prepare accurate reports, and support financial planning and governance, including experience working with enterprise-level finance platforms and technology cost-management tools.
5. Demonstrated understanding of contemporary approaches to managing technology costs, including tracking and allocating usage, aligning expenditure to actual consumption, and supporting transparent chargeback practices to improve accountability and cost awareness across business units.
6. Strong organisational and time management skills, with the ability to manage competing priorities, meet deadlines, and develop effective solutions with minimal supervision.
7. High-level communication and stakeholder engagement skills, including the ability to prepare professional reports and liaise effectively across technical and non-technical teams.
8. Knowledge of IT financial governance, including capitalisation vs operational expenditure, audit alignment, and compliance with financial policies and procedures.
9. Requirement to obtain and maintain any clearances necessary to perform the role (including, but not limited to, a NSW Police Force Professional Suitability clearance).

### Desirable Criteria

- Professional certification (e.g., CPA, CA, FinOps Certified Practitioner).
- Experience in a higher education, government, or large matrixed environment.
- Understanding of enterprise IT portfolio planning, service management, or project financials.

## KEY RELATIONSHIPS

**This position reports to:** Executive Portfolio Coordinator

This position has no supervisory responsibilities

### **Key internal relationships:**

- Chief Digital & Information Officer
- Digital Services Leadership Team
- Digital & Information Services teams
- Division of Operations
- Finance
- Faculties and Schools
- Other senior leaders and operational teams across the University

### **Key external relationships:**

- Government, industry partners and community groups
- Partner institutions
- Vendors and service providers
- Professional networks and associations

## CHALLENGES

- Navigating complex financial data across diverse digital portfolios.
- Balancing strategic priorities with operational constraints.
- Ensuring compliance with evolving financial regulations and audit standards.
- Managing complex stakeholder relationships and competing priorities.
- Driving innovation and continuous improvement in financial practices and systems in a digital environment.

## UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

**Approved by: Lead Partner, People & Culture**

**Date: May 2026**