

# POSITION DESCRIPTION

## Head of Finance and Operations / Company Secretary



WESTERN SYDNEY UNIVERSITY  
STUDENT UNION

### POSITION DETAILS

Position Title	Head of Finance and Operations / Company Secretary
Classification	Senior
Position Number	
School/Office	Finance and Operations
Division	WSUSU

### POSITION PURPOSE

To ensure effective financial management, operational excellence, and strong governance of WSUSU by overseeing finance, compliance, risk, administration, and providing high-quality company secretarial support to the Board.

### KEY ACCOUNTABILITIES

1. **Advising and assisting the CEO** on operational matters, finances and budgets, risk and governance.
2. **Act as WSUSU's Company Secretary** by coordinating Board and committee meetings, preparing agendas, distributing papers, taking accurate minutes and maintaining statutory registers and company records.
3. **Oversee day-to-day administrative and operational functions**, including office management, procurement, and facilities to ensure efficient support for student activities and services.
4. **Prepare, manage and monitor budgets, forecasts and financial reports** to ensure the organisation's financial sustainability and compliance with Australian accounting standards.
5. **Develop, review and implement governance, finance and operational policies** to ensure they remain current, effective and aligned with best practice.
6. **Develop and maintain stakeholder relationships** with internal teams and external partners including university staff.
7. **Ensure the organisation complies with all statutory and regulatory requirements**, including those under the Corporations Act 2001 (Cth) and relevant legislation.
8. **Provide training, advice and support to student leaders and board members** to build their understanding of governance, finance and compliance responsibilities.

### QUALIFICATIONS, EXPERIENCE AND SKILLS

1. **Tertiary qualifications** in Accounting, Finance, Business Administration, Law, or a related discipline.

2. **Experience in managing operations**, office administration, policy development, and risk management frameworks.
3. **Strong financial management and governance skills**, preferably in the context of student organisations and higher education.
4. **Proven experience managing budgets**, preparing financial reports, and overseeing audits, preferably in a not-for-profit or membership-based organisation.
5. **Excellent interpersonal and written communication skills**, with experience engaging diverse stakeholders, such as student leaders, boards, regulators, and external partners.
6. **Demonstrated knowledge and practical experience in corporate governance**, statutory compliance, and board administration — ideally as a Company Secretary or equivalent.
7. **Demonstrated commitment to the values and ethos** of student organisations, student voice, social justice, and equity and inclusion.

### Highly desirable

- CPA, CA, or Governance Institute of Australia (GIA) membership (or eligibility to obtain)

## KEY RELATIONSHIPS

- **This position reports to:** CEO
- **This position supervises:** Administrative Officer, Business Analyst
- **Key internal relationships:**
  - CEO
  - WSUSU Board
  - Department heads
  - All WSUSU staff
- **Key external relationships:**
  - Regulators
  - University administration

## CHALLENGES

- Managing tight budgets and competing priorities, while ensuring financial sustainability and the delivery of quality services for students.
- Navigating the sometimes competing interests of students, staff, board members, the university, external partners and regulatory bodies, while maintaining transparency and trust.
- Staying up to date with changing legislative, regulatory and policy requirements, from the Corporations Act, other legislation and rules and funding agreements.
- Providing training and guidance to student leaders and board members, many of whom have limited experience in governance, finance, or legal compliance.

## EXPECTATIONS

WSUSU expects that all employees are aware of, and comply with legislation and relevant policies and procedures relevant to the position, including but not limited to:

- WSUSU 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:**

**Date:**