

POSITION DESCRIPTION

Manager, Student Programs Funding & Compliance



POSITION DETAILS

Position Title	Manager, Student Programs Funding & Compliance
Classification	HEW Level 8
Position Number	7016392
School/Office	Office of Finance and Procurement
Division	Division of Operations

POSITION PURPOSE

The Manager, Student Programs Funding & Compliance provides institutional oversight of government and University-funded student programs, ensuring strong governance, compliance, financial stewardship and performance monitoring across all funding streams.

The role has a particular focus on the financial management and acquittal of key regulated funding streams, including Needs-Based funding (NBF), Student Services and Amenities Fee (SSAF), Indigenous Student Success Program (ISSP), and Outreach funding.

The role ensures the University meets its obligations under relevant legislation and funding agreements, and that funding is allocated, managed and reported in a way that delivers measurable outcomes for students and aligns with the University's strategic priorities.

KEY ACCOUNTABILITIES

1. Provide oversight of governance and compliance for government and institutionally funded student programs, ensuring funds are managed in accordance with relevant legislation, funding agreements, University policy and audit requirements.
2. Oversee the preparation and submission of accurate and timely funding reports, acquittals and performance reports to government agencies and internal stakeholders.
3. Monitor funding allocations, expenditure and forecasts across multiple programs, ensuring appropriate use of funds and long-term financial sustainability.
4. Lead the coordination and delivery of financial acquittals across NBF, SSAF, ISSP and Outreach funding, ensuring compliance with Commonwealth requirements and funding agreements.
5. Lead the coordination and project management of funding activities, including reporting cycles,

- compliance requirements and implementation of funding frameworks.
6. Provide expert advice to senior leadership, program owners and stakeholders on funding guidelines, compliance requirements, eligibility, and appropriate use of funds.
 7. Lead the development and continuous improvement of systems, processes and data management practices to support effective administration, tracking, reporting and compliance of student programs.
 8. Support governance committees and working groups by preparing papers, providing advice, tracking decisions and ensuring appropriate governance processes are in place for funding allocation and oversight.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. A relevant tertiary qualification in business, management, finance or a related discipline, with subsequent relevant experience; or an equivalent combination of relevant experience and education.
2. Demonstrated experience working in a complex organisational environment with multiple stakeholders, including government agencies, internal departments and community organisations.
3. Highly developed organisational skills with the ability to manage multiple funding streams, competing deadlines and complex reporting requirements.
4. Strong stakeholder engagement and influencing skills, including the ability to provide advice and guidance to senior leaders and program managers.
5. High level attention to detail, with demonstrated ability to ensure accuracy in financial reporting, compliance documentation and data management.
6. Demonstrated experience interpreting and applying legislation, funding guidelines, policies and contractual requirements.
7. Proven ability to manage competing priorities and meet deadlines in a high-volume, fast-paced environment.
8. Experience working in higher education, government or a similarly regulated environment.

KEY RELATIONSHIPS

Reports to: Director, Financial Performance & Analysis

Supervises: n/a

Key Internal Relationships:

- PVC Student Success
- DVC Education and Students
- Student Success teams
- Faculty/Schools
- Finance
- Division of Operations stakeholders

Key External Relationships:

- Government parties

CHALLENGES

1. Managing multiple government and institutional funding programs with differing guidelines, compliance requirements, reporting timelines and performance measures.
2. Balancing strong governance and compliance requirements with the need to support flexible, student-centred program delivery.
3. Working across a large, complex organisation where funding is distributed across multiple program areas with varying levels of compliance knowledge and capability.
4. Managing financial and performance data across multiple systems, ensuring data accuracy, integrity and alignment between finance, student and program data.

5. Ensuring accurate and timely financial acquittals in a highly regulated environment with significant audit and compliance risk.

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:

Date: