



Position Description – Finance Operations Manager

Position Details

Position Title: Finance Operations Manager

College/Portfolio: Policy, Strategy & Impact **School/Group:** RMIT Europe

Campus Location: Primarily based at RMIT Europe in Barcelona, Spain.

Classification: HEW 8 **Time Fraction:** 1.0

Employment Type: Continuing

Reporting Line: Reports to Associate Director, Planning & Operations

No. of Direct reports: 1-2

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be–Know–Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

RMIT Europe

RMIT Europe is the University's European Innovation Hub located in Barcelona, Spain, serving as the gateway for European research, industry, government and enterprise to innovation and talent in Australia and Asia.

Led by RMIT Europe's Chief Executive Officer on behalf of the RMIT Europe Board, our objectives include:

- Make an impact in the region through research and innovation and lifelong learning.
- Increase capacity and capability for RMIT in Europe, with a focus on high impact European partnerships leveraging funding from the European Commission and other national and international sources.
- Develop collaborative opportunities for education with European partners.
- Facilitate international experiences for RMIT staff and students with European partners and grow opportunities for global work integrated learning for RMIT students.
- Leverage and grow industry partnerships to support the quality and relevance of our education and to ensure the impact of our research.
- Strengthen RMIT's reputation and profile in Europe and globally.

Position Summary

The Finance Operations Manager leads the Finance function for RMIT Europe, a separate legal entity and wholly owned subsidiary of RMIT University. As a key member of the Operations leadership team, the position is responsible for the operational management of all financial activities, ensuring compliance with Spanish statutory requirements, taxation obligations, University policies, and broader governance frameworks.

The role provides leadership and oversight of financial reporting, budgeting, forecasting, cash flow management, payroll, taxation, audit coordination, and financial controls, while ensuring the provision of accurate, timely, and insightful financial information to RMIT Europe, RMIT University, and the RMIT Europe Board.

The Finance Operations Manager leads a small finance team comprising the Senior Financial Accountant and Junior Financial Accountant and is accountable for building a high-performing, customer-focused finance function that supports organisational objectives through effective financial stewardship, risk management, business partnering, and continuous improvement.

The position also provides financial leadership across a portfolio of European Union funded projects, ensuring compliance with funding regulations, effective financial management, successful audit outcomes, and high-quality reporting to funding agencies and stakeholders.

Success in this role requires extensive technical expertise in financial management, statutory reporting, taxation and governance, combined with demonstrated leadership capability, experience managing finance teams, strong stakeholder engagement skills, and the ability to influence decision-making in a complex international environment.

Key Accountabilities

- Lead and manage the Finance function of RMIT Europe, ensuring the delivery of high-quality financial services, effective governance, sound financial stewardship, and alignment with RMIT University policies, objectives, and reporting requirements.
 - Provide financial leadership and advice to the CEO, leadership team, RMIT University stakeholders, and the RMIT Europe Board, supporting organisational planning, decision-making, risk management, and long-term sustainability.
 - Oversee all financial operations and controls, including month-end and year-end processes, payroll, accounts receivable, accounts payable, revenue recognition, cash flow management, reconciliation of all company accounts, timely resolution of discrepancies, and maintenance of the integrity, accuracy and completeness of financial data..
 - Lead the preparation and delivery of accurate and timely financial, management, statutory, taxation and regulatory reporting, including Profit and Loss, Balance Sheet, Cash Flow, Capex, Headcount and tax reporting, ensuring compliance with Spanish legislative requirements, applicable accounting standards, local government reporting obligations and RMIT University requirements.
 - Lead the organisation's budgeting, forecasting, financial planning, and performance monitoring activities, including scenario modelling and financial analysis, and provide actionable insights and recommendations to support strategic and operational objectives.
 - Provide financial leadership for EU-funded research and innovation projects, ensuring compliance with funding agreements and financial regulations, overseeing reporting and acquittals, leading audit activities, coordinating key data processes such as timesheeting and advising project teams on financial management and risk.
 - Lead, develop, and mentor the Finance team, fostering a high-performing, collaborative, customer-focused culture, building capability, developing strategic insights, managing performance, and ensuring effective delivery of finance services across the organisation.
 - Drive continuous improvement of financial systems, processes, policies and controls, including oversight of taxation, reporting and compliance frameworks, and management of external tax specialists to ensure the effective and timely fulfilment of statutory, taxation and regulatory obligations.
 - Identify, assess, and manage financial, compliance, and operational risks, implementing appropriate controls and preventative strategies to safeguard organisational resources and support sound governance outcomes.
 - Other duties within the scope of the role.
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Key Selection Criteria

Essential:

1. At least eight years' experience in financial and tax management and accounting, including in statutory reporting within a global group.
2. Extensive knowledge of Spanish accounting, taxation and statutory reporting requirements, with the ability to maintain compliance in a regulated environment. Familiarity with Australia's AASB Accounting Standards would be highly regarded.
3. Demonstrated experience in financial planning, budgeting, forecasting, financial analysis and management reporting.
4. Experience in the financial management, monitoring and reporting of EU-funded research projects, including compliance with auditing requirements.
5. Strong knowledge of corporate governance, risk management and internal control frameworks.
6. High level of written and verbal communication skills both in Spanish and English and ability to communicate effectively and tactfully with people at all levels.
7. Demonstrated success leading a finance function and developing high-performing finance teams.
8. Significant high-level ability to understand complex issues and resolve problems through logically applied solutions and foster a high performing culture with a continuous improvement mindset.
9. High level proficiency in financial systems and Microsoft Office applications, particularly Excel; experience with Workday is highly desirable.

Desirable:

- Knowledge of financial reporting requirements of not-for-profit entities in Spain
- Knowledge of European funding programmes
- Knowledge of education sector, and experience working in a university or research centre
- Working knowledge of WorkDay would be a strong advantage
- Written and spoken language proficiency in Catalan is an advantage

Qualifications

- A minimum of a Master qualification in Accounting / Finance discipline (Master degree and professional qualifications are preferred)
- Working rights in Spain