

RMIT Vietnam

Finance Manager – Financial Data & Transformation

Position Details

Position Title:	Finance Manager, Financial Data & Digital Transformation
Division/ Centre:	Operations
Department:	Finance
Campus Location:	Based at the Saigon South/ Hanoi campus, but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PSV8
Time Fraction:	Full time (1.0)

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 90,000 students and 10,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, Spain, as a gateway for European research, industry, and government partnerships. Programs are offered through transnational partners in Singapore, Hong Kong, Sri Lanka, India and mainland China, with research and industry partnerships on every continent.

RMIT Standings in university rankings

RMIT is ranked 119th in the 2027 QS World University Rankings consolidating its reputation as a global leader in education and research. The University is also now ranked 10th in Australia. The University is ranked 5th globally for its work to reduce inequalities (SDG 10), 30th in supporting decent work and economic growth (SDG 8), and overall 56th worldwide in the 2025 Times Higher Education Impact Rankings. RMIT has eight subject areas ranked among the world's top 100 in the latest QS World University Rankings by Subject. Three subjects are ranked global top 50, with Architecture & Built Environment maintaining its strong global position at 15th while rising to 1st in Australia. Library & Information Management also improved to 1st in Australia and is ranked 29th globally. Art &

Design continues to be recognized among the world's leading disciplines, ranked equal 19th globally and 1st in Australia. Additional subjects ranked in the global top 100 and among the top 10 in Australia include Materials Science, Accounting & Finance, Communication & Media Studies, Data Science & Artificial Intelligence, and Civil & Structural Engineering.
www.rmit.edu.au/about

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University and was established in the year 2000. As the leading international university in Vietnam with over 12,000 students, RMIT Vietnam has a high-quality, innovative teaching and learning culture, and a growing research and innovation capability. We provide internationally recognised high-quality education and research aligned to the needs of the Vietnam and ASEAN region. As an internationally recognised Australian university based in South-East Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region. Our teaching and research is highly engaged with industry across the region.
Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Educationand Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from English Language training through to undergraduate, post-graduate and PhD programs. All teaching at RMIT Vietnam is in English and maintain the same standards as Australia.
https://www.rmit.edu.vn/about-us

Department Summary

The Finance Department is responsible for ensuring the financial integrity, sustainability and operational efficiency of the organization through effective financial management, governance and strategic support. The department oversees core financial functions including financial planning and analysis, budgeting, accounting, reporting, procurement support, asset management, treasury, compliance and internal controls. Working collaboratively with stakeholders across the organization, the Finance

Department provides timely financial insights, supports informed decision-making and ensures compliance with applicable financial regulations, policies and standards. The department is committed to maintaining strong financial stewardship, driving process improvements and supporting the organization’s strategic and operational objectives through efficient and transparent financial practices.

Position Summary

The Finance Manager, Financial Data & Digital Transformation is responsible for strengthening Finance data governance, integrity and reporting reliability across systems, ensuring consistent, accurate and trusted data to support decision-making, compliance and audit requirements. The role leads finance data, system and process improvement initiatives, working closely with Finance, ITS, RMIT Australia and stakeholders to deliver practical technology, reporting and automation solutions that improve efficiency and user experience. The position also drives digital transformation and capability development within Finance by identifying opportunities for automation and AI

enablement, while supporting stakeholders through training, guidance and the adoption of sustainable data and reporting practices.

Reporting Line

Reports to: Director, Finance

Indirectly reports to:

Key relationships:

Reporting lines may be adjusted in line with organizational changes.

Key Accountabilities

1. Finance Data Governance and Integrity

- Lead the development and maintenance of Finance data definitions, structures, hierarchies, business rules and data quality standards.
- Monitor and resolve key data quality issues across finance systems, student management systems and related platforms.
- Maintain and improve key Finance master data, including chart of accounts, cost centres, vendor/customer data and student finance data.
- Act as the Finance Vietnam focal point for data governance matters and alignment with RMIT Australia Finance Data & Analytics teams.
- Identify recurring data issues and recommend sustainable process, system or control improvements to strengthen reporting reliability, audit readiness and compliance.

2. Finance Systems, Data and Process Improvement

- Lead and support finance data, system and process improvement initiatives from requirements gathering through to testing, implementation and post-implementation review.
- Work with Finance, ITS, RMIT Australia, external vendors and other stakeholders to translate Finance requirements into practical data, system and automation solutions.
- Document business requirements, process flows, data rules and reporting logic for finance-related system and process changes.
- Support system upgrades, integrations and changes impacting Finance data, reporting, controls or user experience.

3. Reporting, Analytics and Decision Support

- Support the preparation, validation and maintenance of reliable Finance data sets for management reporting, statutory reporting, audit, budgeting and forecasting.
- Support the design and improvement of dashboards, standard reports, data marts and self-service reporting tools for Finance users.
- Ensure key reports and analytics outputs are based on clear definitions, consistent business rules and appropriate data sources.
- Identify opportunities to reduce manual reporting effort through automation, standardisation and improved data structures.
- Support Finance users in understanding reporting logic, data limitations and reconciliation issues.

4. Digital Transformation, Automation and AI Enablement

- Identify practical opportunities to automate manual Finance processes, improve data validation and enhance reporting efficiency.
- Explore and assess new technologies, automation tools, AI-enabled solutions and market practices that may improve Finance operations and decision-making.
- Work with ITS and relevant stakeholders to ensure digital solutions are aligned with RMIT's technology, cybersecurity, data privacy and governance requirements.
- Support testing, implementation and adoption of approved automation or digital solutions.

5. Stakeholder Engagement and Capability Building

- Act as a bridge between Finance, ITS, RMIT Australia, vendors and business stakeholders on Finance data and technology matters.
- Translate technical issues into practical business implications for Finance users, and translate Finance requirements into clear language for technical teams.
- Provide guidance and training to Finance staff on data quality, reporting tools, system functionality and process changes.
- Develop practical documentation, user guides and process notes to support sustainable adoption.

Key Selection Criteria

- Minimum 8-10 years of relevant experience in finance data management, finance systems, reporting analytics, business analysis or process improvement in a complex organisation.
- Good understanding of finance processes, financial reporting, internal controls and the importance of reliable data for reporting, audit and compliance purposes.
- Practical experience working with ERP systems, finance systems, reporting tools, dashboards or data analytics platforms. Experience with Workday, SAMS, Power BI, SQL-based datasets or similar tools is highly regarded.
- Ability to gather, document and validate business requirements, process flows, data rules and reporting logic for finance-related system or process changes.
- Ability to translate Finance requirements into practical data, reporting, system or automation solutions in collaboration with ITS, vendors and other stakeholders.
- Experience supporting or coordinating cross-functional initiatives involving Finance, IT/ITS, vendors, business users or regional/global teams.
- Working knowledge of data quality management, master data, data definitions, reporting logic, reconciliations and documentation requirements.
- Awareness of automation tools, AI-enabled solutions or digital improvement opportunities is highly regarded.
- Strong communication and stakeholder engagement skills, with the ability to work effectively with both technical and non-technical stakeholders.
- Strong analytical thinking, attention to detail, problem-solving ability and commitment to continuous improvement, service quality and sustainable ways of working.

- Relevant tertiary qualification in Accounting, Finance, Commerce, or a related discipline, with CPA/CA qualification preferred.
- Appointment to this position is subject to passing a <Insert mandatory check i.e. Working with Children> check.
- Ability to display appropriate behaviours in line with the position, RMIT Values and RMIT Leadership Model.

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (General) with a score of at least 6.5 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Background checks

RMIT Vietnam is committed to providing a healthy and safe working, research and learning environment that enhances wellbeing across our community. As part of this commitment, all new employees are required to undergo background checks prior to commencing employment. Offers of employment are conditional upon the satisfactory completion of these checks. The specific requirements may vary depending on the nature of the role, as outlined in our Background Check Matrix.

Endorsed	**Approved**
Signature:	Signature:
Name:	Name: Nguyen Thi Huong Giang
Title:	Title: Director, Finance
Date:	**Date: 05/06/2026**