University of the Sunshine Coast
Australia

POSITION DESCRIPTION

Position:	6793 Senior Financial Services Officer
Work Area:	Financial Services
Classification:	Level 6
Supervisor:	3452 Team Leader, Financial Services (Accounts Payable and Receivable)

OUR VISION

To create a better tomorrow.

OUR PURPOSE

To transform lives through learning and knowledge in every place we operate and with every community we serve.

OUR VALUES

Integrity, Community, Sustainability

For further information about UniSC, visit us online: usc.edu.au/about

OVERVIEW OF FINANCIAL SERVICES

Financial Services operates as a strategic advisor within the Office of the Vice-Chancellor, to drive the university's financial success and sustainability.

The Financial Services division encompasses strategic and operational financial management and advisory, procurement, financial operations and governance (including Systems, Accounts Payable, Accounts Receivable, Travel, Statutory financial reporting, Insurance, Taxation, Treasury, Audit relations and Asset Accounting).

The division is responsible for the development and maintenance of the University's financial policies and procedures and providing clear guidelines for financial and procurement governance and accountability. Through these efforts, Financial Services ensures compliance with regulatory obligations and significantly contributes to the University's long-term financial sustainability and strategic growth, reinforcing Financial Services as an essential partner in the university’s decision-making process.

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Financial Services drives systems and continuous improvement initiatives, ensuring the adoption of best practices and the integration of contemporary finance frameworks.

PRIMARY OBJECTIVES OF THE POSITION

1. Contribute to the coordination of the University's operational finance functions to ensure the integrity of accounting and efficient provision of services, with a particular focus on accounts payable and accounts receivable services.
2. Coordinate and manage the activities and processes around payment of the university's creditors to ensure timely payment within policy and payment terms.
3. Provide technical leadership and guidance on the financial management of programs, processes and systems, particularly on complex matters requiring specialist knowledge or implementation advice.
4. Work effectively with business areas internal and external to UniSC to maintain an effective integrated service model associated with the accounts payable, accounts receivable and when necessary travel functions.

NATURE AND SCOPE OF POSITION

Under broad direction, the position contributes to and provides expertise on the delivery of the day-to-day operations related to accounts payable and accounts receivable and their interactions with systems and other associated financial transactions across the university. The role provides accurate, reliable advice that meets customer expectations and Financial Services' service delivery standards. In addition, this position may be required to lead and provide travel management services.

The position is required to contribute and promote a constructive and customer focused team culture and adopt a business partnering approach to internal customers by working collaboratively and developing solutions in the achievement of objectives.

KEY ACCOUNTABILTIES OF THE POSITION

1. Facilitate the processes to ensure the delivery of high-quality services to internal and external clients and to ensure high levels of client satisfaction.
2. Provide guidance and expertise to the Financial Operations team to resolve complex issues, ensure the delivery of accurate, reliable outcomes and to maximise the efficiency and effectiveness of operational activities.
3. Support the Financial Operations Team Leaders in achieving daily operational activities, targets and team requirements.

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4. Provide coaching and mentoring support to Financial Services Officers and Assistants in accordance with Financial Services (Operations) Customer Service Charter and UniSC's Code of Conduct.
5. Review, update and provide expert advice on the University's Financial Management Practice Manual directives and procedures, and Financial Services work instructions (with a particular focus on accounts payable and receivable) to ensure that processes are consistent and compliant.
6. Perform and monitor ledger reconciliations to ensure data integrity, system integration, and statutory reporting requirements are met.
7. Provide advice to University staff in financial systems, policies and procedures and internal business processes to resolve client issues and queries.
8. Contribute to a positive and safe work environment for you and others, by modelling and promoting conduct that is culturally capable, inclusive, respectful, and ethical.

KNOWLEDGE SKILLS AND EXPERIENCE NECESSARY

Applicants need to demonstrate they meet the following **Selection Criteria**:

1. Completion of a degree with subsequent relevant experience in an accounts payable and receivable function within a large and complex organisation or an equivalent combination of relevant experience and/or education/training in a financial operations environment.
2. Strong knowledge and experience in the accounts payable and accounts receivable functions in a large complex organisation, including the ability to contribute to the review, application and implementation of these functions.
3. Knowledge and understanding of FBT and GST taxation legislation and the ability to interpret and apply the rules.
4. Sound computer literacy and expertise and experience in the use of a Financial Management Information System and in the use of MS Office programs (advanced excel skills) and accounting software.
5. Strong communication skills, both verbal and in writing, and a proven ability to work as part of a team.
6. A commitment to providing a quality client service, including the ability to influence, negotiate and interact effectively across an organisation to meet the needs of the University.
7. Well-developed analytical and problem-solving skills.
8. Exceptional organisational and priority setting skills to be able to meet deadlines with high attention to detail and accuracy.

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Desirable

9. Relevant experience in the higher education sector
10. Previous experience with University enterprise systems particularly:
    a. Finance - Technology One CiA
    b. Receipting – Xetta
    c. Accounts Payable Automation software

Additionally, in accordance with UniSC's Staff Code of Conduct – Governing Policy, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of UniSC.

UniSC is committed to creating a work and study environment that values diversity, facilitates equitable access and full participation.