## Finance Systems Expert

<table>
<thead>
<tr>
<th>POSITION NUMBER</th>
<th>0044403</th>
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<tbody>
<tr>
<td>PROFESSIONAL CLASSIFICATION</td>
<td>UOM 7 - $96,002 - $103,921 per annum (pro rata for part-time)</td>
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<tr>
<td>STANDARD/SALARY</td>
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<tr>
<td>SUPERANNUATION</td>
<td>Employer contribution of 17%</td>
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<tr>
<td>WORKING HOURS</td>
<td>Full Time (1 FTE)</td>
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<tr>
<td>BASIS OF EMPLOYMENT</td>
<td>Fixed term available for 2 years</td>
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**HOW TO APPLY**
Go to [http://about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers), under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.

**CONTACT FOR ENQUIRIES ONLY**
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Email rlcogger@unimelb.edu.au

*Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio is responsible for the University’s budget and financial performance, and the management of its property and capital. It also delivers efficient and effective shared services in support of all aspects of the University’s business.

The COO Portfolio is comprised of six sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Finance
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

BUSINESS SERVICES

Business Services provides a full range of class leading information technology, facilities management, finance, HR and health and safety services to all operating entities of the University.

Within Business Services, the Finance Systems team provides functional stewardship, support and maintenance for Oracle EBS and other applications.
EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

ABOUT THE ROLE

Position Purpose:

This role provides functional support for Oracle E-Business Suite (Oracle EBS) Finance, including iProcurement, contribution to development and enhancement, testing, supporting ongoing releases, upgrades and modifications. The incumbent will have the ability to develop and maintain effective working relationships with Academic Divisions and the Chief Operating Officer Portfolio. The incumbent will provide support to the Finance business processes including supporting initiatives for improvement and automation.

Reporting line: Senior Analyst
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: 0

Key Dimensions and Responsibilities:

Task level: Significant
Organisational knowledge: Significant
Judgement: Significant
Operational context: *
OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at [http://safety.unimelb.edu.au/topics/responsibilities/](http://safety.unimelb.edu.au/topics/responsibilities/). Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.

**Core Accountabilities:**

- As a subject matter expert of Oracle EBS suite, provide level 2 functional support for all queries relating to Oracle Finance and associated modules and systems such as iProcurement, iExpense, ProcessIT, and various system interfaces.
- Investigate and troubleshoot system issues and liaise with technical developers and system administrators in relation to bug fixes and development work, including the preparation of MD050 functional design documents.
- Using knowledge of the configuration of the Oracle EBS module(s) provide support to the business processes for Finance Services and Commercial Services teams, including supporting process review and improvement initiatives.
- Maintain Finance, iProcurement, and other system applications (as required) including configuration, updates, testing, issues resolution and provider liaison.
- Promptly resolve interface, validation, and exception issues to meet schedules. Oversee and contribute to end of month and end of day interfaces.
- Test Functionality to support continuous development to ensure validity of module functionality. Provide input to development of test scripts.
- Participate in projects as required by providing subject matter expertise, undertaking testing or analysis.
- Ensuring that financial, procurement and expense management data and information on a range of subjects is maintained by initiating recommendations for system/procedural improvements as required.
- Create and run accurate reports for stakeholders using SQL.
- Provide subject matter expertise in relevant workshops for new concepts and processes regarding system change.
**Selection Criteria:**

**Education/Qualifications**

1. The appointee will have: Relevant tertiary qualification and proven experience in Finance and Procurement functional support using Oracle EBS; or an equivalent combination of relevant experience and/or education.

**Knowledge and skills:**

2. Demonstrate Business Services values by acting in the best interest of your employer; displaying service excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively, connecting with people and building relationships in your workplace.

3. Possess in depth functional knowledge of key Oracle Modules in Finance – R12 EBS

4. Ability to identify problems, analyse their cause, develop potential solution(s) and implement the agreed solution.

5. SQL skills with demonstrated ability to translate data requests into relevant and consistent information reporting. Ability to undertake analysis and make critical decisions in relation to integrity of data.

6. Build strong relationships with colleagues and clients, listen actively, and have ability to support and provide advice on system use and system development issues on Oracle EBS.

7. Ability to work independently or as part of a team, initiate action without specific instruction, and to identify continuous improvement opportunities, including the ability to plan, prioritise tasks and meet tight deadlines.

8. Demonstrate high level interpersonal skills, including the capacity to understand and communicate specialist and complex information to people from a range of backgrounds with varying needs.

9. Detailed knowledge of the Systems Development Life Cycle and ITIL methodology with excellent problem analysis, root cause diagnosis and solving skills working effectively as part of a team of experts to resolve multifunctional problems.

10. Experience working in dynamic and rapidly changing environment using Agile practices and methodologies.

**Desirable**

1. Experience in a tertiary education or related industry.

2. Knowledge of the University’s finance and/or HR policies and procedures.

3. Knowledge of different project methodologies used within the University.

**Other job-related information:**

- Some out of hours work (weekends, public holidays) may be required on occasion to support critical operational activities.