

POSITION DESCRIPTION

Position Title	Research Finance Officer		
Organisational Unit	Deputy Vice-Chancellor Research		
Functional Unit	Office of the Deputy Vice-Chancellor Research		
Nominated Supervisor	Research Finance and Grants (Post-Award) Manager		
Higher Education Worker (HEW) Level	HEW Level 7	Campus/Location	North Sydney
CDF Achievement Level	1 All Staff	Work Area Position Code	
Employment Type	Full-time, Continuing	Date reviewed	15 March 2018

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

ABOUT THE OFFICE OF THE DEPUTY VICE-CHANCELLOR RESEARCH

The Deputy Vice-Chancellor Research leads ACU's research intensification strategy and is responsible for overseeing all aspects of the ACU Research Portfolio, including research and research training. The Office of the Deputy Vice-Chancellor Research is responsible for the University's research strategy framework, policies, governance, research data analysis and reporting, research contracts and funding management, research committees, and research staff performance.

The Office of the Deputy Vice-Chancellor, Research, collaborates with the faculties in implementing the strategic research direction of the University and provides the financial and administrative framework to support research excellence. This includes supporting researchers in the submission of external grant applications, research ethics approvals, research contracts and post-award management, and through research training workshops including HDR supervisor training. The financial and administrative functions aim to foster excellence in research and raise the research profile of the University.

POSITION PURPOSE

The Research Finance Officer will assist and support the Research Finance and Grants (Post-Award) Manager in the financial management of research grants across the Deputy Vice-Chancellor Research Portfolio and other Portfolios in ACU. The individual will provide high level financial analysis, as well as financial reporting to enable informed decision-making on financial management, and budgets.

The Research Finance Officer will manage portfolio of research awards, ensuring compliance with accounting principles, organisations financial regulations, policies and procedures, terms and conditions of sponsor and deadlines

POSITION RESPONSIBILITIES

Introduction

A number of frameworks and standards express the University's expectations of the conduct, capability, participation and contribution of staff. These are listed below:

- ACU Strategic Plan 2015-2020
- Catholic Identity and Mission
- ACU Capability Development Framework
- Higher Education Standards Framework
- ACU Service Principles
- ACU Staff Enterprise Agreement including provisions in relation to Performance Excellence

The [Capability Development Framework](#) in particular is important in understanding the core competencies needed in all ACU staff to achieve the University's strategy and supports its mission.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Provides guidance to staff, when required, in consultation with the Research Finance and Grants (Post-Award) Manager	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence 	✓			✓
Provides timely handling of financial transactions, including budgets and planning, that comply with financial policy and procedures.	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence 	✓			✓
Assist with monitoring transactions against budget funding availability and advise the Research Finance and Grants (Post-Award) Manager of issues as required.	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence 	✓			✓
Provide detailed reports to the DVCR and Research Institutes on the state of all externally and internally funded research accounts.	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence 	✓			✓
Preparation of periodic financial reports, budget, forecasting, expenditure and income reports.	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence 	✓			✓
Provides guidance to staff, when required, in the absence of the Research Finance and Grants (Post-Award) Manager	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence 	✓			✓
Identification of processes and policies that can be improved in order to streamline procedures, manage resources and mitigate risks..	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence 	✓			✓
Assist the Research Finance and Grants (Post-Award) Manager to effectively communicate with ODVCR staff, Institutes and Faculties in relation to budget preparation and resource management within the scope of the position.	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence 	✓			✓

Liaise and provide support and advice to staff regarding Finance matters.	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence 	✓			✓
Provide training to staff regarding their reports and funds remaining via training sessions.	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence Know ACU Work Processes and Systems 	✓			✓
Prepare reports that may be required by external parties such as National Health and Medical Research Council (NHMRC) and the Australia Research Council (ARC).	<ul style="list-style-type: none"> Be Responsible and Accountable for Achieving Excellence 	✓			✓
Other duties as assigned by the Deputy Vice-Chancellor Research, Pro Vice-Chancellor, or Research Finance and Grants (Post-Award) Manager to support the delivery of research and organisational goals.	<ul style="list-style-type: none"> Know ACU Work Processes and Systems 	✓			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Developing key relationships with executive support staff and with key stakeholders across the University, ensuring the expectations of the Office of the DVCR are met.
- Keeping abreast of all research business administration activities, policies, procedures, legislation and other requirements.
- Providing consistently high levels of support, manage heavy workloads, manage competing demands and prioritise tasks to produce required outcomes within short deadlines.
- Work with confidentiality and discretion, apply diplomacy where required.
- Manage multiple priorities associated with research projects to achieve strategic objectives and identified outcomes.

Decision Making / Authority to Act

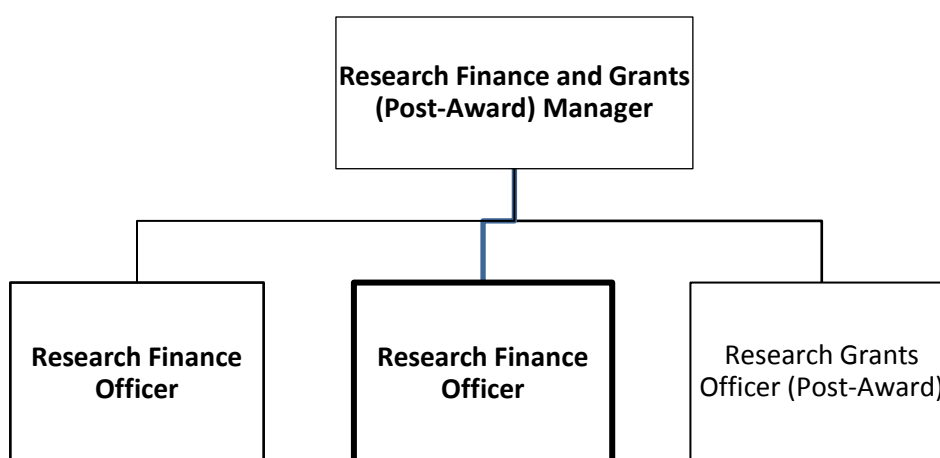
- Under broad direction, the position holder addresses complex problems using initiative and judgement to achieve outcomes.
- Assists with analysing and developing improved policies, plans, procedures, and systems of research grant administration.
- Recommends process improvements with a focus on accuracy and efficiency.
- Provides policy and process advice to internal and external stakeholders to procure outcomes and ensure research grant administration complies with internal and external requirements.

Communication / Working Relationships

- The position holder provides a cohesive and comprehensive first point of contact for all DVCR Portfolio financial management requirements and accounting and reporting matters.
- The position holder collaborates within the organisational area, as well as across the University to deliver effective, efficient and integrated day-to-day operational financial management and accounting services.

Reporting Relationships

For further information about structure of the University refer to the [organisation chart](#).



QUALIFICATIONS AND CAPABILITY OF THE POSITION HOLDER

This section sets out the qualifications, skills, knowledge, experience and competencies expected of the position holder, collectively referred to as 'qualifications and capability'. These are informed by the key responsibilities of the role and the Core Competencies set out in the [Capability Development Framework](#).

Opportunities to develop capability are provided through the development programs coordinated by internal providers of professional development. See the [Training and Development website](#) for more information.

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	Relevant tertiary qualifications and extensive relevant experience working in a university, public sector or similar research environment; or equivalent combination of relevant experience and /or education/training.
2.	Working knowledge of university/faculty research functions and understanding of the higher education research environment.
3.	Demonstrated ability to prepare monthly, annual and adhoc financial reports and the reconciliation of those reports with ACU Financial system.
4.	Demonstrated understanding and thorough knowledge of accounting concepts and accounting standards,

5.	Demonstrated analytical and problem-solving skills and a high degree of attention to detail, with a proven ability to use initiative, investigate issues, collect and analyse data and to make recommendations on solutions.
6.	Highly developed computer skills, including proficiency using the MsOffice suite. Advanced skills in Excel will be highly regarded.

Core Competencies (as per the [Capability Development Framework](#))

7.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
8.	Proven organizational skills and ability to prioritise own workload and to work effectively both independently and as part of a team, meeting demanding deadlines and delivering high quality outcomes.
9.	Strong interpersonal skills and the ability to communicate effectively with a range of people at all levels both within and external to the organisation.

Other attributes

10.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
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