Position Description – Finance Officer

Position Details

Position Title:	Finance Officer
Portfolio:	Global Development Portfolio
School/Group:	RMIT Europe
Campus Location:	Based at RMIT Europe (Barcelona, Spain)
Classification:	HEW 5
Gross Salary:	18,000 euros per annum
Employment Type:	Fixed-term
Time Fraction:	FTE 0.5 (18.5 hours per week)

RMIT University

RMIT is a global university of technology, design and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students.

Founded in 1887, RMIT is a multi-sector university with more than 87,000 students including 15,000 at postgraduate level and 11,000 staff globally. The University offers Postgraduate, Undergraduate, Vocational Education and Online programs to provide students with a variety of work-relevant pathways.

We are also committed to redefining our relationship in working with and supporting Aboriginal self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community.

Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

As a global university, RMIT has two campuses in Vietnam and a research and industry collaboration centre in Barcelona, Spain. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China and Indonesia, and has research and industry partnerships on every continent.

RMIT enjoys an international reputation for excellence in education and applied and innovative research, as well as industry and community engagement.

RMIT prides itself on the strong industry links it has forged over its 130-year history. Collaboration with industry is integral to the University's leadership in education and research, and to the development of highly skilled, globally-focused graduates.

RMIT was ranked 238th in 2020 QS World University Rankings. The University is also ranked eighth in Australia and 30th in East Asia and the Pacific for employer reputation and 21st in the Top 50 Universities Under 50 Years Old.

In the 2018 QS Rankings by Subject, RMIT was ranked 11th in the world and number one in the Asia Pacific for Art and Design, and 26th in Architecture and the Built Environment. RMIT is also among the world's top 100 universities

in Engineering (Civil and Structural; Electrical and Electronic; and Computer Science and Information Systems); Accounting and Finance; Business and Management Studies; and Communication and Media Studies. The 2018 Shanghai Ranking's Global Ranking of Academic Subjects highlighted RMIT's strength in Engineering and Technology in particular.

RMIT also ranks in the world's top 400 in the 2018 Academic Ranking of World Universities and in the world's top 500 in 2018 Times Higher Education World University Rankings.
For more information, visit rmit.edu.au/about

Global Development Portfolio

The Global Development Portfolio is responsible for making RMIT genuinely global in operations and outlook.

Under the leadership of the Deputy Vice-Chancellor (Global Development) and Vice President, the portfolio:

- leads and coordinates RMIT's global education partnerships
- identifies, reviews and harnesses opportunities to further enhance RMIT's global model
- manages global mobility opportunities for RMIT students.

In addition, it connects and coordinates RMIT's presences throughout the world including RMIT entities in Australia, Vietnam and Europe (Spain) and representative offices in other countries.

The Global Development Portfolio is comprised: Global Development and Performance, RMIT Europe and RMIT Vietnam.

RMIT Europe

RMIT Europe, based in Barcelona is a coordinating centre for extending RMIT University's international engagement, and strategically growing our collaborative research and mobility activity in Europe. It facilitates RMIT's engagement with European universities and industry partners, and supports trans-regional collaborative projects, with a particular focus on partnerships across Europe, Australia, Asia, and Latin America.

The objectives for RMIT Europe are to:

- Strengthen RMIT's reputation and profile in Europe and globally
- Increase research funding and activity, with a focus on European partnerships and funding sources
- Develop collaborative postgraduate academic programs with European partners
- Strategically focus RMIT student mobility engagement in Europe and grow opportunities for student exchange and international experience
- Leverage and grow industry partnerships to support the quality and relevance of our education.

Position Summary

The Finance Officer will be responsible for providing effective support to the Company Accountant to facilitate the delivery of financial services including accounts payable, accounts receivable, inter-company reconciliation, month and year-end accounting adjustments and contribute to the improvement of internal processes. In addition to supporting the financial management of RMIT Europe, the incumbent will also be responsible for providing assistance and support the Planning and Resources Team with a range of administrative tasks.

Reporting Line

Reports to: Company Accountant

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

Key Accountabilities

- Support the Company Accountant by providing a range of financial tasks and services including undertaking established processes, responding to queries, processing invoices, transactions, reimbursements as well as other tasks required.
- Provide assistance with the input and maintenance of data, records and reports with a focus of excellence in accuracy and attention to detail.
- Responsible for the preparation of credit cards reconciliation.
- Maintain and review register of preferred list of providers.
- Contribute to the continuous improvement of services and participate in activities to ensure a positive workplace culture.
- Undertake other duties as requested by the Company Accountant and other general tasks and activities to support the Planning & Resources team and facilitate efficient service delivery.

Key Selection Criteria

- Financial skills and experience and a demonstrated capacity to deliver effective processes and systems.
- Excellent organisation skills, including the ability to manage time and meet deadlines with strong attention to detail and accuracy.
- Ability to work as an effective and collegiate member of a team as well as independently under general supervision.
- Good analytical, conceptual and problem solving skills with the ability to identify potential issues and suggest issue resolution.
- Well-develop communication skills, including the ability to draft documents and interact positively with colleagues and clients, both internally and externally.
- High level computer skills, including spread sheet database and word processing programs (Microsoft Office).

Qualifications and Requirements

- A tertiary qualification in a relevant discipline and at least 2 years' experience in a financial role.
- High level proficiency in English
- Eligible to legally work in Spain