SENIOR SCHOLARSHIPS FINANCE OFFICER

DEPARTMENT/UNIT : Student Finance

FACULTY/DIVISION : Student and Education Business Services

CLASSIFICATION : HEW Level 6

WORK LOCATION : Clayton campus

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit monash.edu.

The Portfolio of the Chief Operating Officer and Senior Vice-President is responsible for the University’s administrative portfolio, which includes the majority of the University’s internal and infrastructure support services and the link between the University and associated organisations. The portfolio ensures the effective integration of people, buildings and technology drive to support the University’s objectives.

Student and Education Business Services seeks to both enhance the student experience and to ensure the university complies with regulatory and reporting frameworks. SEBS strives to digitally enable and improve its processes and services so that students and academics can focus on their key objectives of teaching, learning and research.

Student Finance Services incorporates Student Fees, business and system process analysis and Coursework Scholarships. Student Fees is responsible for fee invoicing and collection as well as debt and contract management processes for students of the University and Monash College Pty. Ltd. It ensures compliance with legislative and contractual requirements. The unit is also responsible for the administration, monitoring and implementation of financial support services for international scholarship and financial aid program students at Monash University, and the Overseas Student Health Cover arrangements. Coursework Scholarships manages the application, analysis, assessment, offer and payment of all undergraduate and postgraduate coursework scholarships and grants. It establishes new scholarships and strategic scholarship programs. Coursework Scholarships is responsible for the submission of an annual budget bid for scholarship funding and manages the coursework scholarships budget of approximately $22m.

POSITION PURPOSE

The Senior Scholarships Finance Officer is responsible for supporting the day-to-day operations of the centrally administered coursework scholarship programs and providing expert scholarship advice to students and staff. This position is responsible for managing the scholarship offer and acceptance process, verifying student eligibility prior to payment and processing scholarship payments.

The Senior Scholarships Finance Officer operates with excellence and expertise in process and judgement to provide sound and timely advice and support to students, staff and other stakeholders.
Reporting Line: The position reports to the Coursework Scholarships Manager under general direction

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Plan, implement and manage a range of Student Finance financial services including timely payment of coursework scholarships and tuition fee payments in accordance with agreed standards and timeframes

2. Plan, implement and manage a range of complex administrative tasks including application assessment, offering and acceptance management and on-going eligibility assessment for scholarships managed by the unit in accordance with agreed standards and timeframes

3. Monitor and reconcile scholarship expenditure regularly and provide advice to management on financial matters and the effectiveness of the scholarship programs

4. Provide sound and timely specialist advice regarding the University’s coursework scholarship programs, including selection criteria and equity considerations, for students, staff and members of the public and manage correspondence via the ask.monash system

5. Maintain and operate the information management, reporting and financial systems of Coursework Scholarships Unit and prepare routine reports pertaining to coursework scholarship recipients

6. Actively participate in, develop and implement continuous improvement activities relating to policies and procedures, quality assurance standards and customer service excellence

7. Contribute to the delivery of high-quality service and administrative processes in accordance with best practice, University policies, procedures and strategic priorities

8. Build and sustain effective working relationships with a network of colleagues, clients and other stakeholders to support and facilitate efficient service delivery

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - A degree in a relevant field with subsequent relevant experience; or
   - extensive experience and specialist expertise or broad knowledge in finance and administration; or
   - an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Excellent administration and financial skills and a demonstrated capacity to develop and implement effective operational processes and systems

3. Excellent organisational skills, including the ability to plan work schedules, set priorities and assume the responsibility for the routine administrative functions of the work area

4. Demonstrated ability to accurately interpret policies and procedures and provide expert advice to staff, students and external organisations

5. Highly-developed interpersonal and communication skills with the ability to provide expert advice to staff, students and the general public with a focus on customer service excellence

6. Highly-developed computer literacy, including proficiency in the use of business software such as Microsoft Office, as well as student management systems and large scale financial systems
7. Strong analytical and problem-solving skills with the ability to forward plan, monitor and evaluate processes pertaining to the area of responsibility

8. Demonstrated ability to work as an effective member of a team as well as the ability to exercise high levels of independence, judgement and initiative

OTHER JOB RELATED INFORMATION

- A current satisfactory Working with Children Check is required
- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time-to-time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.