SENIOR STUDENT FINANCE ACCOUNTING OFFICER

DEPARTMENT/UNIT          Student Finance
FACULTY/DIVISION          Student and Education Business Services
CLASSIFICATION           HEW Level 6
WORK LOCATION            Clayton

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 www.monash.edu.

Student and Education Business Services supports the University’s goals with leadership, management and innovation in the provision of expert support services to faculties, students and the University community.

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 also 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 bursaries. 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 Student Finance Accounting Officer is responsible for all financial transactions in relation to the fees operations within Student Finance. The position establishes processes that ensure the reliability of financial information and efficient administrative procedures. The incumbent will liaise closely with Corporate Finance, Financial Resources Management, Monash Connect, faculty and departmental staff, students, external organisations and government bodies for the Australia Awards and U.S. Financial Aid programs.

The incumbent is accountable for maintaining the accuracy of financial data in the finance module of the University’s student database, Callista, and its interface with the general ledger accounts in the University’s finance database, SAP.

This position will offer expert advice, take initiative to establish and maintain regular financial reporting systems, will provide continuous review of the financial policies and work procedures, perform audits to maintain reliability and prepare forecasts of Overseas Student Health Cover income.
Reporting Line: The position reports to the Student Finance Accounting Coordinator

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Maintain the Callista Finance module by reconciling student accounts and investigating irregular transactions or discrepancies. Process incoming telegraphic transfer payments, student and sponsor credits and refunds and SAP journals in accordance with student fee policy and procedures

2. Update and reconcile the federal government’s financial aid database (OASIS) with current financial information and ensure OASIS, SAP and Monash Australia Awards databases all correspond with each other. Invoice Australia Awards, receipt and disburse the Australia Awards payment

3. Draw down US Financial Aid loan funds in G5 from the US Treasury and disburse to US Financial Aid students. Reconcile Direct Loan funds monthly for the US Department of Education and ensure the award year reconciliation is completed on a yearly basis for the US Department of Education. Undertake an annual compliance audit as required under legislation

4. Maintain, monitor and reconcile the SAP General Ledger suspense, OSHC and fee banking accounts and undertake the accounting and accrual calculation of OSHC and fee related income. Forecast OSHC income and other yearly income projections

5. Perform audits and analysis to ensure that OSHC, sibling discounts and other fee related processes are conducted accurately. Participate in audits conducted both internally and externally and provide Callista and SAP information and reporting

6. Provide an exceptional level of customer service and advice to staff and students on both student accounts and policy and procedures relating to student fee matters

7. Keep abreast of new legislation and University policies that are directly related to Student Finance

8. Review, document and improve work processes and systems associated with the administration of student finance accounting

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   • A degree, preferably in Accounting or similar field with subsequent relevant experience, or
   • extensive experience and specialist expertise or broad knowledge in technical or administrative fields, or
   • an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Strong communication skills, both written and oral including the ability to communicate complex financial processes and transactions

3. Well-developed interpersonal skills, particularly with a strong commitment to customer service and the ability to provide specialist advice subject to regulations and policies

4. Strong organisation and time management skills with the capacity to meet strict timelines, while paying attention to details

5. Proven numerical, analytical and problem solving skills and the ability to interpret data, identify evolving trends and issues and make viable recommendations for improvement
6. Proficient in the use of Microsoft Office applications (specifically Word, Excel and Access) and web technology, plus the University’s information systems, Callista and SAP

7. Good general knowledge of large organisational structures with the ability to interpret and appropriately apply financial policies in operational environments

8. A working knowledge of GST as applied as a revenue accounting function

9. A broad understanding of the policies and legislation regulating international students including the Education Services for Overseas Students Act 2000 (ESOS Act), Tuition Protection Service (TPS) and Overseas Student Health Cover (OSHC) and related requirements and administration

10. An understanding of tertiary education administration, Australia Awards, US Financial Aid and the issues affecting the sector

OTHER JOB RELATED INFORMATION

● 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

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.