POSITION DESCRIPTION

Position Title: Administration and Finance Assistant
Organisation Unit: Finance and Business Services
Position Number: 3021425
Type of Employment: Continuing, Full time
Classification: HGW Level 4

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11 billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

UQ Finance is responsible for the enabling achievement of the University’s strategic ambitions by securing UQ’s financial future through expert advice, systems and support. In delivering on this, the Finance function will value professionalism and accountability. Our approach is to treat everyone with respect and to work collaboratively to deliver excellent service.

The key specialist service areas of Finance are:

- Corporate Finance
- Financial Planning and Analysis
- Financial Operations including Accounts Payable, Collections and Receivables and Client Support Services
- Professional Services teams - Advisory and Transactional Services

Finance at UQ operates within a devolved environment with Finance staff located in Professional Services teams in Faculties, Research Institutes and Central Divisions supported by Finance specialist service teams. This position sits within the Corporate Finance team for Finance.

FBS Mission Statement and Values

Securing UQ’s financial future through expert advice, systems and support.

FBS values professionalism and accountability. We treat everyone with respect, and work collaboratively to deliver excellent service.


Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The Administration and Finance Assistant’s main responsibilities are to assist in maintaining the University of Queensland’s asset register, to provide ad hoc assistance in general maintenance, preparation and reconciliation of the general ledger, and to manage the financial aspects of research grants.

Duties

Duties and responsibilities include, but are not limited to:
- Ensure non-current physical asset transactions are properly recorded in the University’s financial systems (fixed assets register & general ledger).
- Process general ledger journals.
- Assist with end of month and end of year processes.
- Assist with the preparation of reconciliations, reports and analysis of accounts and processes within the areas of general ledger and other systems.
- Provide support to the accountants to provide an effective, efficient financial support service to the UQ community.
- Monitor and process payments to research collaborators.
- Perform project maintenance within the financial system modules.
- Assist in the preparation of financial data for both internal and external customers.
- Administrative tasks as directed (e.g. scanning, filing, responding to emails).
- Other duties as directed by senior staff.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

- The [University’s Code of Conduct](#).
- Requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School.
- The adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#).
- Requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University.

**Organisational Relationships**

The position reports to the senior accountants within the Corporate Finance and Contract & Grants teams.
SELECTION CRITERIA

**Essential**

- Qualifications and training equivalent to diploma or Certificate level with relevant work related experience, or an equivalent combination of relevant experience and/or education/training.
- An ability to establish effective relationships and to represent and promote Finance and Business Services at a university and wider community level, including industry, government and professional bodies.
- Well-developed keyboard skills.
- Demonstrated analytical and problem solving skills.
- Reliable PC skills with a sound level of proficiency using the Microsoft Office suite of programs.
- Experience with general administrative functions in a large office environment.
- A high degree of initiative and willingness to accept responsibility.
- Good interpersonal and written skills to ensure effective communication with staff at all levels of the University and other individuals and organisations.
- A commitment to customer service and equity in the workplace.
- Ability to set realistic work priorities appropriate to meeting deadlines and commitments, with a high level of personal organisation skills.
- Work flexibility with the ability to participate and support others as part of a team.

**Desirable**

- An ability to acquire knowledge of the University’s policies and procedures.
- An ability to acquire knowledge of the University’s financial system.

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The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.

The University of Queensland is committed to equity, diversity and inclusion.