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 in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 $11billion+ (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. The position is part of the Collections and Receivables processing stream within the Financial Operations team for Finance.

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 Cash Allocation Team Leader is responsible for leading a team of professional staff involved in the accurate and timely processing, recording and reporting of the University's daily receipt transactions including bank accounts, BPAY and Credit Card files, EFTPOS terminals and online payment gateways.

Duties

Duties and responsibilities include, but are not limited to:

- Manage and provide directional leadership to the Cash Allocations team including establishing clear performance goals that engage the team to meet deadlines and perform work effectively in accordance with relevant legislation and policies.
- Develop, coach and mentor staff to ensure they are equipped and motivated to perform at their highest level; ensuring all members of the team participate and are cross-trained regarding transactional processes.
- Measure and compare the productivity and performance of the team to ensure optimal service is continually provided.
Continually review and evaluate processes and procedures to establish best practise transactional processing services by regularly surveying industry benchmark standards; remaining abreast of technological advances in banking and collaborating with key stakeholders.

Provide expert advice and operational support to business units regarding:
- Payment channel options.
- Requirements of revenue identification to ensure accounting entries are correctly captured in accordance with relevant policies.
- Receipt of monies and allocation.
- Operation of OneStopSecure cash receipting system.

Recognise and communicate in a timely manner with relevant stakeholders regarding changes to processes or business interruptions that may impact their area.

Record and maintain registers of:
- Unidentified payments and monitor the progress on resolving their source and posting. Undertake investigations into treatment of cash items where the information provided is inadequate.
- All University EFTPOS terminals.

Responsible for effective monitoring and management of a range of operational processes including:
- Reconciliation of suspense and clearing accounts on a monthly basis.
- Reconciliation of all Cash Register (OneStop) deposits, investigating and correcting errors in cash register journals.
- Preparation of journal entries to transfer unidentified entries to the correct general ledger accounts.
- Allocation of items directly off bank statement via on-line deposit or journal.
- Verification of cash register reports against daily bank deposits.

Support the Manager, Collections and Receivables regarding the production of financial information and reporting.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
- 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 Cash Allocation Team Leader reports to the Manager, Collections and Receivables.
SELECTION CRITERIA

Essential

- Relevant degree (preferably in Commerce or Business) with substantial relevant experience or an equivalent combination of relevant extensive experience and/or education/training.
- Ability to work effectively as part of a team within a collaborative management structure.
- Proven ability to lead and manage a team, with emphasis on establishing priorities and building capabilities within teams including training initiatives and change processes in the workplace.
- Demonstrated experience and knowledge in managing financial processes and procedures with an emphasis towards receipting finance, incoming banking arrangements and account reconciliation within a higher education provider or comparable complex environment.
- Proven exposure working on system integration and application upgrade projects.
- Excellent attention to detail.
- Excellent interpersonal skills including proven ability to consult, negotiate and liaise effectively with a diverse range of people, sharing information consistently and transparently.
- High level of computer literacy, particularly with financial and accounting computer applications, ecommerce applications and the Microsoft Office suite.
- Highly developed organisational skills including the capacity to set priorities in accordance with relevant legislation and policies.
- Demonstrated high-level problem solving skills including the ability to apply learning and experience to identify and initiate ‘best practice’ strategies and process improvements.

Desirable

- Knowledge and experience with the University’s corporate financial systems or an organisation in a comparable complex environment.
- A working knowledge of the banking sector.

There will be a requirement to travel to each of the University’s campus locations from time to time.

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.