POSITION DESCRIPTION

Position Title: Accountant
Organisation Unit: Finance and Business Services
Position Number: 3010319
Type of Employment: Full-time, Continuing
Classification: Hew Level 7

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 (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), 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 our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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.

V6.1 August 2017
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 this will be a strategic focus 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

To provide accurate, timely and professional accounting and other support to the accounting and external reporting services of the Contract & Grants Accounting Section within Finance & Business Services.

Duties

Duties and responsibilities include, but are not limited to:

- Preparation, within contracted timeframes, of financial statements and acquittals in respect of external revenue and capital grant funding received at the University.
- Maintain the Contract, Projects and Award modules in the UniFi finance system (including project maintenance, project table maintenance, exception report review
and correction, raising and reviewing of invoices. Also creating journals and batches for the GL system).

- Liaise with academics, finance officers and administrative staff in faculties, schools, institutes and centres, staff in the Research & Innovation Division (R&ID), and external granting bodies to assist in matters relating to the accounting requirements of projects in their area of responsibility.

- Provide timely information and reports to internal and external customers and be responsible for the preparation of the University's Research Financial Data Collection Return and/or other government statistical returns for research activity.

- Ensure funding is receipted into the University accounts in a timely manner and, in consultation with R&ID and the Chief Investigator, collect outstanding research debt.

- Provide budget and forecast information to the UQ finance community.

- Assist in the preparation of the notes to the University's annual (general purpose) financial statements.

- Develop and document systems and procedures used within the section.

- Other duties as directed by the Senior Accountant.

- Other duties as directed by the Accounting Manager.

**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 position reports to the Senior Accountant, Contract and Grants.
SELECTION CRITERIA

**Essential**

- A degree (preferably in Commerce or Business) with substantial relevant experience or membership of a professional accounting body (e.g., CPA/ICA), or a postgraduate degree in Commerce, or an equivalent combination of relevant experience and/or education and training.
- Experience in the preparation of financial reports e.g., income statements, balance sheets.
- Substantial experience in performing accounting reconciliations.
- Extensive experience in the use of mainframe computerised accounting systems for the extraction of data and the preparation of reports.
- Advanced knowledge of common PC based applications, e.g., spreadsheets, databases, email and word processing.
- Demonstrated analytical and problem solving skills.
- Sound knowledge or the ability to acquire detailed knowledge, of the University’s policies and procedures.
- An appreciation of the Accounting Standards and their application.
- An ability to establish effective relationships and to represent and promote Finance and Business Services at the University and wider community level, including Industry, Government and professional bodies.
- A high degree of innovation and initiative, and a willingness to accept responsibility.
- Good interpersonal and written skills including effective liaison and consultative skills, the ability to write and prepare reports and communicate effectively with diverse groups.
- Proven organisational skills and demonstrated ability to meet schedules and tight deadlines without close supervision.
- Commitment to a high level of customer service.
- Comfortable working with change and adapting to suit the environment.

**Desirable**

- Familiarity with contracts and legal agreements.
- Experience working in the tertiary education sector.
- Completion or studying towards CPA/CA.

UQ values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage for further information and points of contact if you require additional support. Accessibility requirements and/or adjustments can be directed to Vanetta Warren, HR Advisor on 07 3346 0403.