STANDARD POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Finance Officer</th>
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<tr>
<td>Organisation Unit:</td>
<td>Finance</td>
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<tr>
<td>Standard Position Number:</td>
<td>F06</td>
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<tr>
<td>Type of Employment:</td>
<td>HEW 4</td>
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PRIMARY PURPOSE

The Finance Officer is accountable for the efficient and effective execution and administration of assigned Finance transactions processing activity to meet the operational and service delivery needs of the client portfolio. This includes timely, accurate and efficient Finance transactions processing and data entry related to accounts payable, invoicing, journal entries, credit and debtor management, and registration of assets.

The Finance Officer ensures all transactions processing and data entry activity performed follows established business processes and standard operating procedures. This includes identifying and escalating data integrity issues that compromise the quality and accuracy of transactions. The role contributes to the review and development of processes and procedures ensuring transactions are executed in a way that supports the achievement of high standards of service quality, timeliness and accuracy, and are in compliance with University policy frameworks and external legislative and regulatory controls.

POSITION CONTEXT

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
- Procurement
- Financial Operations including Financial Systems, Client Support Services, Insurance
- Professional Services teams - Advisory and Transactional Services

Finance at UQ operates within a highly 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 is part of the transactions processing stream within the Professional Services team for Finance.
## KEY ACCOUNTABILITIES

### 1. Client Focused Strategy and Planning

- Maintains working knowledge of client business operations and understands the need for quality, timeliness and accuracy in transaction processing.
- Contributes to the development and alignment of business processes and standard operating procedures that relate to Finance transactions processing and data capture, and adopts required changes to all allocated work.
- Supports the implementation of Finance improvement projects and initiatives that have a dependency on Finance transactions processes and data entry, and implements key service delivery requirements to meet client needs.

### 2. Financial Services Delivery Excellence

- Provides efficient, consistent and accurate delivery of a set of assigned Finance transactions services within the client portfolio that meet the strategic and day to day operational needs of clients.
- Ensures the validity of chart strings used to record transactions. Understands the chart of accounts (CoA) and how it supports the management and governance of budgeting, forecasting and reporting processes across the client portfolio.
- Undertakes accurate and timely processing of accounts payable, invoicing, debtor and credit management, and receipting for the business unit in line with standard operating procedures and University policy.
- Processes finance transactions related to the registration, transfers, trade-ins and disposals of assets in line with standard operating procedures and University policy. Also contribute to asset stocktake activities where required.
- Processes accounting journals covering internal transactions, cash allocations, reimbursements etc. across the client portfolio.
- Ensures the effective filing of Finance documentation ensuring physical record keeping and archiving is maintained in line with Finance, University and any external compliance requirements.

### 3. Key Stakeholder and Relationship Management

- Maintains effective working relationships with key stakeholders across the client portfolio ensuring the delivery of high quality Finance transactions services to meet client needs.
- Engages with peers across the Finance Community of Practice, and other Professional Services teams, to maintain awareness of internal best practice systems and approaches that enhance the delivery of transaction processing services.
- Communicates system issues or training needs to the Senior Finance Officer and / or Financial Services Coordinator for further escalation to the Finance Operations team where necessary.

### 4. Team Collaboration and Performance

- Maintains productive and collaborative working relationships with professionals across the Professional Services team facilitating an effective interface between financial advisory and transaction services, and the delivery of seamless financial advice and services to the client portfolio.
- Seeks guidance and input from the Senior Finance Officer for ongoing training, guidance and troubleshooting advice to resolve complex transaction issues, facilitating capability improvement whilst ensuring the consistent application of the policy framework.
- Establishes meaningful individual performance goals and objectives with their supervisor and actively seeks feedback, coaching and guidance on ways to achieve key results and outcomes.
- Participates in improvement project and related opportunities across the Professional Services team that match personal development and career plans.

### Effective Project and Risk Management
- Escalates complex policy issues, or sensitive client needs, associated with requests for transaction processing that require the expertise of the Senior Finance Officer or other Finance colleagues in order to resolve and execute transactions.
- Ensures compliance of all Finance transactions with governance protocols, ensuring that University policies and procedures, as well as legislative requirements, are followed and adopted appropriately in the client portfolio.
- Ensures that a safe working environment is in place for the team, and continuously monitors and evaluates risks and opportunities for improvement, in line with University policy and legislative / regulatory requirements.

### KEY RELATIONSHIPS

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<tr>
<th>Main Contact</th>
<th>Description</th>
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| Client Portfolio                                  | • Maintain awareness of current and emerging Finance transaction processing needs and priorities  
                                                      | • Delivery of day to day Finance transactions processing and data entry services                           |
| Financial Services Coordinator OR Senior Finance Officer | • Reporting - Line Manager (depending on size of transactions services team this may be either the Financial Services Coordinator or the Senior Finance Officer)  
                                                      | • Troubleshooting and resolution of transactions processing issues                                        |
|                                                   | • Allocation of transactional work load                                                                    |
|                                                   | • Source of leadership, coaching and guidance                                                              |
|                                                   | • Set and review of performance and development plan                                                      |
| Professional Services Team                        | • Management Accountants provide advice to transactions services stream as required                        |

### EXPERIENCE AND QUALIFICATIONS

1. Diploma qualifications in accounting, business, commerce or a related field with relevant experience in transactions processing or shared services functions and/or equivalent combination of relevant training and professional experience.

2. Ability to apply knowledge of finance systems, policies and processes to a wide range of financial transactions to ensure accurate, timely and efficient transaction processing.
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<tr>
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<th>Ability to establish and maintain productive working relationships with key stakeholders and clients ensuring service delivery meets key requirements.</th>
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<tr>
<td>4</td>
<td>Experience working with enterprise technology and software solutions and systems, utilising multiple user modules for the submission of a diverse range of data and information sets.</td>
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<tr>
<td>5</td>
<td>Ability to work effectively within a team environment, whilst taking full accountability for the efficient delivery of set tasks within agreed timeframes and to agreed service standards.</td>
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<tr>
<td>6</td>
<td>Experience working in service delivery functions in complex stakeholder and policy environments.</td>
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The University of Queensland values diversity and inclusion. Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples.