POSITION DESCRIPTION

Position Title: Senior Finance Officer
Organisation Unit: Finance and Business Services
Type of Employment: Continuing or Fixed Term (12 Months)
Classification: Hew Level 6

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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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 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
- Grant and Management Reporting
- Procurement
- Financial Operations including Financial Systems, Client Support Services, Insurance
- 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 role is part of the transaction services stream within the Professional Services 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 Senior Finance Officer is responsible for the efficient and effective execution and administration of both routine and complex finance transaction processing and analysis to meet the operational and service delivery needs of the client portfolio. As the most experienced ‘super user’ of the financial management system, the role is responsible for reviewing and approving the delivery of finance transactions processed by Finance Officers (within financial delegations of authority). The role provides guidance to troubleshoot any complex transactions or issues emerging during the processing of accounts payable, invoicing, journal entries, credit and debtor management, and registration of assets.

The Senior Finance Officer ensures all Finance transactions and data entry activity performed follow established business processes and standard operating procedures. This includes investigating, validating 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.
Duties

Duties and responsibilities include, but are not limited to:

- Maintains working knowledge of client business strategy and operating plans in a large and complex client portfolio, and understands the implications for Finance transactions processing, and any requirements to realign service delivery for transactions to maintain quality, timeliness and accuracy.
- Contributes to the development of the overarching Finance client services plans, utilising expert knowledge of the Finance Management System (UniFi) to identify opportunities to achieve Finance transactions processing and data integrity improvements and enhanced service delivery to clients.
- 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.
- Provides efficient, consistent and accurate delivery of complex Finance transactions services within a large client portfolio that meet the strategic and day to day operational needs of clients.
- Maintains a seamless interface between the advisory and transactions services streams, ensuring the effective review of transactions prior to being processed, and the efficient delivery of services to clients.
- Ensures accurate and timely processing of accounts payable, invoicing, debtor and credit management, and receipting for a large and complex client portfolio in line with standard operating procedures and University policy.
- Conducts and reviews complex financial transactions related to registration, transfers, trade-ins and disposals of assets in line with standard operating procedures and University policy.
- Initiates or reviews accounting journals covering all internal transactions, cash allocations, reimbursements, and the distribution of strategic funding across the client portfolio.
- Generates regular financial reporting and analysis covering complex transactional processing, and ensures appropriate actions, communications and escalation of issues to the Financial Services Coordinator. Maintains effective working relationships with key stakeholders across a large and complex client portfolio ensuring the delivery of high quality finance transactional services to meet client needs.
- Engages with Finance specialist service teams and peers across the Finance Community of Practice, and other Professional Services teams, to leverage internal best practice systems and approaches that enhance the delivery of transaction processing services.
- Maintains effective working relationship with the Finance Operations team to provide feedback on system productivity, functionality, and upgrade requirements/training to ensure ongoing alignment with the volume and nature of Finance transactional processing demand.
- 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.

- Provides expert advice and ‘super user’ guidance to Finance Officers to help resolve complex transaction cases or issues, facilitating capability improvement whilst ensuring the consistent application of the policy framework.

- Conducts annual performance planning and review processes for Finance Officers ensuring alignment of individual goals and objectives to client service delivery requirements, Finance priorities and broader University needs.

- Establishes an individual development plan with the manager focused on building relevant technical Finance skills and professional service capabilities linked to business priorities and personal career objectives.

- Manages the escalation of complex policy issues, or sensitive client needs, associated with requests for transaction processing that require additional expertise or Finance specialist services in order to resolve and execute the transaction.

- Identifies and investigates any data integrity issues to ensure ongoing compliance with the University policy framework, resolving any issues efficiently, or where necessary, escalates complex matters to relevant managers for advice, guidance and resolution.

- Manages 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.

**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 Financial Services Coordinator.
SELECTION CRITERIA

Essential

- Degree 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.

- Ability to apply problem solving and analytical skills to investigate and ensure data integrity in transaction processing, and the resolution of any issues within the parameters of policy frameworks.

- Ability to establish and maintain productive working relationships with key stakeholders and clients ensuring service delivery meets key requirements.

- 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.

- 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.

- Experience working in professional advisory and/or service delivery functions in complex stakeholder and policy environments.

The University of Queensland 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 (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

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

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au