POSITION DESCRIPTION

Position Title: Revenue Receipting Officer
Organisation Unit: Finance and Business Services
Position Number: 1011635
Type of Employment: Continuing, Full-time
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 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. In 2013, UQ attracted more Australian Research Council funding than any other Australian university or research body.

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 Australian Teaching and Learning Council Awards for Teaching Excellence 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, and a founding member of Universitas 21, an international consortium of leading research-intensive universities. UQ is also the largest university in Queensland.

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 215,000-plus alumni. The University has more than 7,000 academic and professional staff and a $1.6 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.
Organisational Environment

The Finance and Business Services Division, headed by the Chief Financial Officer, provides financial management services to the University. There are approximately 80 employees in the Division. The main activities range includes financial reporting, financial planning and analysis, contract and grants accounting, treasury, and operational functions such as accounts payable, procurement, accounts receivable, insurance and corporate financial systems.

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 Revenue Receipting Officer is responsible for providing a high level of customer service and assistance to internal clients relating to the facilitation of all payment requirements including events, reimbursements, online payments and POS. Frequent liaison with Faculties, Schools other internal departments like the Enterprise Support team and Financial Accounting as well as external partners like flywire, banks, UniLink, and Western Union is a requirement of the position.

Duties

Duties and responsibilities include, but are not limited to:

- Respond to payment assistance and troubleshooting requests of the student financial system, Si-net, and the main finance system, UniFi.
- Perform receipt allocations for all revenue types.
- Perform correcting general journals as required.
- Provide timely OSS operational support to internal staff, including the setup of online payments, maintenance of existing payment templates and payment reporting.
- Perform training and banking support to all OSS Cashiering operators.
- Perform reconciliation of OSS revenue receipts.
- Support projects and initiatives in the automation of payment and receipting channels.
- Support the Team Leader, Revenue Receipting, 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:

- 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 Revenue Receipting Officer reports to the Team Leader, Revenue Receipting.
SELECTION CRITERIA

**Essential**

1. Relevant degree with subsequent relevant experience or an equivalent combination of relevant extensive experience and/or education/training.

2. Ability to work effectively as part of a team within a collaborative management structure.

3. Demonstrated experience and knowledge performing financial processes and procedures with an emphasis towards revenue receipting, incoming banking arrangements and account reconciliation within a higher education provider or comparable complex environment.

4. Prior exposure working collaboratively on system integrations, involved with change management procedures and application upgrade projects.

5. Demonstrated experience using the University’s finance systems or the ability to gain knowledge quickly.

6. High level of interpersonal and writing skills required to ensure effective communication with students and university employees.

7. High level of computer literacy, particularly with financial and accounting computer applications, ecommerce applications and the Microsoft Office suite.

8. Highly developed organisational skills including the capacity to set priorities in accordance with relevant legislation and policies.

9. Demonstrated sound analytical and interpretive skills as well as problem solving skills.

**Desirable**

10. Knowledge and experience with the University’s corporate financial systems or an organisation in a comparable complex environment.

11. Knowledge and experience with the University’s primary receipting system OSS.

12. 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 is committed to equity, diversity and inclusion.