

POSITION DESCRIPTION

Position Title:	Accounts Payable Analyst
Organisation Unit:	Finance and Business Services
Position Number:	3033940
Type of Employment:	Continuing
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://uniquet.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, Accounts Receivable and Collections 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 AP processing stream within the Financial Operations team for Finance, who are collectively responsible for central processing of payments for supplier invoices and miscellaneous payable batches.

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 Accounts Payable Analyst is responsible for applying analytical, technical and project administration expertise to serve as the primary "super user" of the Accounts Payable environment used by UQ staff. The role maintains effective working relationships with internal and external stakeholders to the AP Team and ensures the achievement of high standards of service quality, timeliness and accuracy in service delivery.

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:

Client Focused Strategy and Planning

- Maintains working knowledge of client business strategy and operating plans in a large and complex client portfolio, and understands the implications for AP 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 AP OCR System (Kofax) to identify opportunities to achieve AP 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 AP transactions processing and data capture, and adopts required changes to all allocated work.
- Supports the implementation of AP improvement projects and initiatives that have a dependency on AP transactions processes and implements key service delivery requirements to meet client needs.

Finance Service Delivery Excellence

- Applies a comprehensive understanding of the AP system environments, related functional capability and processes to resolve complex issues about the AP system environments from end users and/or escalates to appropriate vendor/third party stakeholders to ensure issues are addressed in an efficient manner.
- Conducts training and provides ongoing support to Finance Professional Services Teams and other AP team members as needed to ensure team service level agreements and key performance indicators are met.
- Provides support to the AP Team Leader to identify and deliver process or system improvements based on business benefits.
- Monitors and maintains the AP system environments, including User Profiles, to ensure that all systems, configuration and integration are configured and operating correctly and comply with all relevant UQ policies, procedures and standards.

Key Stakeholder and Relationship Management

- Maintains effective working relationships with key stakeholders across a large and complex client portfolio ensuring the delivery of high quality AP 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 maintain awareness of internal best practice systems and approaches that enhance the delivery of AP transaction processing services.
- Works with suppliers and internal ITS teams as needed to ensure the successful implementation of any approved changes to system workflows, audit rules system configuration and interfaces.
- Develops and disseminates AP reports to internal and external stakeholders.
- Defines and documents system support procedures and best practices.

Team Collaboration and Performance

- Maintains productive and collaborative working relationships with professionals across the Finance teams 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 AP Team Leader for ongoing training, guidance, performance goals and troubleshooting advice to resolve complex transaction issues, facilitating capability improvement whilst ensuring the consistent application of the policy framework.
- Participates in improvement project and related opportunities across the AP team that match personal development and career plans.
- Any other duties as reasonably directed by your supervisor.

Effective Project and Risk Management

- Manages the escalation of complex policy issues, or sensitive client needs, associated with requests for AP transaction processing that require the expertise of the AP Analyst or other AP colleagues in order to resolve and execute transactions.
- 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 AP transactions with governance protocols, ensuring that University policies and procedures, as well as legislative requirements, are followed and adopted appropriately in the client portfolio.

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 AP Team Leader, who in turn reports to the Manager, Accounts Payable.

SELECTION CRITERIA

Essential

- Degree qualifications in a commercial or quantitative discipline (IT and business, commerce) with subsequent relevant experience, or extensive experience and specialist expertise in analysing business processes and providing best practice AP/IT solutions and/or equivalent combination of relevant education/training and/or 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.