POSITION DESCRIPTION

Position Title:  Assistant Accountant
Organisation Unit:  Finance and Business Services
Position Number:  TBC
Type of Employment:  Full-time, Fixed Term
Classification:  Hew Level 5

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.
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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

The Assistant Accountant’s main responsibility is to manage the financial aspects of research grants and to support the Accountants of Contract & Grants in their duties

**Duties**

Duties and responsibilities include, but are not limited to:

- Record all relevant account and contract details for research/non research grants in the appropriate modules of Peoplesoft Financials (UniFi) in order to provide contracted financial statements for grants, and timely information for other University staff
• Maintain the Contract, Projects and Award modules in the Peoplesoft Financials system (UniFi) including:
  o project creation and closeout;
  o exception report review and correction;
  o raising and reviewing of invoices and overheads and
  o creating journals for the General Ledger system
• Liaise with academics, finance officers and administrative staff in Schools and Centres, staff in the UQ Research and Innovation Division, and external granting bodies to assist in matters relating to the financial administration of accounts in area of responsibility. Staff are expected to adopt a businesslike manner approach to dealing with clients.
• 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 Accounting.
SELECTION CRITERIA

• A degree (preferably in Commerce or Business) with at least three years relevant experience, or
• Extensive experience and specialist expertise in Commerce or Business, or broad knowledge in the professional and administrative fields, or
• An equivalent combination of relevant experience and/or education and training
• Knowledge or the ability to acquire knowledge or understanding, of University operations, policies and procedures.
• An ability to establish effective relationships and to represent and promote Finance and Business Services at a university and wider community level, including industry, government and professional bodies.
• At least three years of general accounting experience.
• Experience in the use of computerised accounting systems for the extraction of data and the preparation of reports.
• Advanced knowledge of PC based applications such as spreadsheets, databases, email and word processing.
• Demonstrated analytical and problem solving skills.
• A high degree of initiative and willingness to accept responsibility.
• Good interpersonal and written skills to ensure effective communication with staff at all levels of the University and other individuals and organisations.
• Proven organisational skills and demonstrated ability to meet schedules and tight deadlines regularly without close supervision.
• Ability to provide consultation and negotiation within diverse groups.
• Attention to detail in meeting contractual requirements.

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women. This role is a full-time position; however flexible working arrangements may be negotiated.