## Position Description - Draft

<table>
<thead>
<tr>
<th>Title</th>
<th>HEW Level</th>
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<tbody>
<tr>
<td>Finance Coordinator</td>
<td>HEW 7</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Faculty/Office</th>
<th>Position Number</th>
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<tbody>
<tr>
<td>Finance</td>
<td></td>
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<table>
<thead>
<tr>
<th>Department/Team</th>
<th>Date</th>
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<tbody>
<tr>
<td>Management Accounting (DVCs)</td>
<td>June 2017</td>
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</table>

**Position Purpose:** To provide financial analysis, reporting, advice and project support to specific departments, faculties or offices.

### ORGANISATIONAL CONTEXT

The Financial team provides Financial Services to support the University mission of teaching and research.

These services include Financial Reporting to the University Executive, Council and stakeholders both in respect to statutory requirements and project reporting as well as preparation and monitoring of budgets in consultation with the University's Faculties and Offices. The Office is responsible for the payment of invoices and staff claims, monitoring of credit cards, insurance, tax obligations and asset management. The Office is also responsible for the timely collection of University revenue including, Government grants, trade debtors and student fees and acts as the public face of the University during the enrolment process.

Additionally, the Office maintains and enhances the University's Financial systems and the interfaces to these systems from other University systems.

The Office has responsibility for the expenditure of University funds and ensures that this expenditure meets the standards of public accountability imposed by statute, various contracts and University policy.

### ORGANISATION CHART

- Chief Financial Officer
- Director Planning & Performance
- Financial Planning & Analysis Manager
- Senior Finance Manager - Offices
- Head of Management Accounting
- Systems Manager
- Finance Coordinators X 3
- Finance Manager X 1
- Finance Manager X 1
- Finance Manager X 1
- Finance Officer X 1
- Finance Officer X 1
- Finance Assistant X 1
- Finance Coordinator X 1
**KEY ACCOUNTABILITIES**

- Review reports and general journals for anomalies and provide monthly update reports to the officer in the Faculty/Office.
- Facilitate the opening, updating and closing of general ledger accounts and their journals according to month/year end schedules.
- Process and reconcile purchase orders, payment requests, invoice requests and posting of expenses to the Faculty/Office.
- Coordinate Finance related projects.
- Establish new accounts in the finance information system and ensure key information is accurate and in line with University policies.
- Review and critically analyse monthly accounts for variance against budget (or forecast) and develop commentary to feed into the budget review report.
- Contribute to the preparation of the Faculty/Office budgets, plans and periodic re-forecasting of the annual result.
- Undertake financial analysis and provide information to the Officer in the Faculty/Office to be used for planning and decision making.
- Provide reporting information to internal and external stakeholders as required.
- Ensure staff understand and comply with the University’s financial policies and procedures.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and as appropriate for this classification.

**POSITION CONTEXT**

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Finance Manager</th>
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<tbody>
<tr>
<td>Positions Reporting to:</td>
<td>N/A</td>
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</tbody>
</table>
| Key Direct Clients: | • Other staff members in own office or department  
• Other external contacts |
| Other Key Relationships: | • Heads of Office, Heads of Dept, Senior Managers  
• Particular staff members in other offices or departments  
• Other staff members in own office or department  
• Immediate team members  
• Other external contacts |
| Budget Accountability: | Nil |
| Role-specific Conditions: | Criminal check |
| Scope and autonomy | Develops and/or modifies programs, processes, systems and/or policies that may impact University-wide projects, process improvements and/or initiatives |
| Problem solving | Analyses, designs and develops a range of alternatives and then uses expertise to decide on or recommend the best course of action |
**CAPABILITY FRAMEWORK**

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

<table>
<thead>
<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<tbody>
<tr>
<td><strong>Planning and Execution:</strong> Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance:</strong> Persevering despite obstacles to ensure tasks are completed.</td>
</tr>
<tr>
<td><strong>Quality Focus:</strong> Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility:</strong> Responding effectively to unexpected or changing circumstances.</td>
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<tr>
<td><strong>Service Focus:</strong> Making students, staff, key contacts and their needs a priority.</td>
<td><strong>Reliability:</strong> Meeting commitments and responsibilities.</td>
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<tr>
<td><strong>Analysis and Judgement:</strong> Evaluating information and data to solve problems and make decisions.</td>
<td><strong>Initiative:</strong> Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
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<tr>
<td><strong>Teamwork:</strong> Working in collaboration with others to achieve shared goals.</td>
<td><strong>Resilience:</strong> Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<tr>
<td><strong>Perseverance:</strong> Persevering despite obstacles to ensure tasks are completed.</td>
<td><strong>Integrity:</strong> Maintaining confidentiality, discretion and professionalism.</td>
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### REQUIRED KNOWLEDGE
Qualifications, technical and/or professional skills and information needed from day one for successful performance.

- Degree or equivalent experience in Accounting/Finance or related discipline.
- Knowledge of core financial functions, frameworks, models and approaches. Computer skills including Microsoft Office.
- Strong Excel skills
- Studying for appropriate professional accounting body eg ACA/CPA or international equivalent

### ACQUIRED KNOWLEDGE
Organisational and/or professional skills and information to be developed within the first 3 to 6 months for successful performance.

- Knowledge of Financial Services’ functions and structure.
- Knowledge of Financial Services’ policies, systems, processes and procedures.

### KEY EXPERIENCES
Practical experiences and exposure to specific environment or activities related to successful performance.

- Analysing, manipulating and summarizing large volumes of data in a robust and controlled manner.
- Similar role within a large complex organisation.
- Assisting with forecasting and re-forecasting against financials.
- Using large computerised financial systems.
- Analysing and reporting on data. Working with Finance Systems.
- Providing project support.