# Position Description

**Title:** Finance Officer  
**HEW Level:** HEW 6  
**Faculty/Office:** Office of Financial Services  
**Position Number:**  
**Department/Team:** Management Accounting  
**Date:** August 2018  

**Position Purpose:** To provide financial advice, administration support and financial reporting to the Faculties

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## ORGANISATIONAL CONTEXT

The Finance 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 Information 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.

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## ORGANISATION CHART

[Diagram of organisational structure]

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Office of Financial Services/Finance Officer  
Page 1 of 4
## KEY ACCOUNTABILITIES

- Provide financial advice and administrative support to the Faculty/Office.
- Prepare regular financial reporting for the Faculty/Office on revenue and expenditure against budget.
- Process journals including for allocating costs to buildings, accruing expenses and income, adjustment of prepayments and recharging for services.
- Process creditors’ invoices, staff reimbursements; corporate card statements, requests for debtors invoices in line with the University’s policies.
- Support the preparation of the Faculty/Office budgets, plans and periodic re-forecasting of the annual result.
- Respond to or escalate queries from staff about Finance systems, processes or procedures.
- Support and coordinate with establishing new accounts in the finance information system and ensure key information is accurate and in line with University policies.
- Undertake regular general ledger, income and expenditure and balance sheet reconciliations and prepare/review financial reports.
- Review and analyse monthly accounts for variance against budget (or forecast) including volume & rate analysis, amend and report anomalies in commentary to feed into the budget review report.
- Comply with relevant EEO and WHS regulations
- Perform any other duties as required and as appropriate for this classification.

## POSITION CONTEXT

### Reports to:
Finance Manager – Faculty of Business and Economics

### Positions Reporting to:
Nil

### Key Direct Clients:
- Staff in the Faculty
- Other staff members in own office or department and Office of Financial Services
- Other external contacts

### Other Key Relationships:
- Particular staff members in other offices or departments
- Other staff members in own office or department
- Immediate team members
- MQ staff in general
- Other external contacts

### Budget Accountability:
Nil

### Role-specific Conditions:
- Criminal check

### Scope and autonomy
Within defined parameters, adapts and develops processes, procedures, systems and/or techniques that impact how work is performed.

### Problem solving
Regularly identifies designs, develops and implements improvements to work procedures, practices, systems and/or techniques.
## CAPABILITY FRAMEWORK

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

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<tr>
<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<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>
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<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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<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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<td><strong>Analysis and Judgement:</strong> Evaluating information and data to solve problems and make decisions.</td>
<td><strong>Integrity:</strong> Maintaining confidentiality, discretion and professionalism.</td>
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<td><strong>Teamwork:</strong> Working in collaboration with others to achieve shared goals.</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 Finance or related discipline.
- Knowledge of core financial functions, frameworks, models and approaches.
- Computer skills including Microsoft Office.

**ACQUIRED KNOWLEDGE**  
Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.
- Knowledge of the Office of Financial Services’ functions and structure.
- Knowledge of the Office of Financial Services’ policies, systems, processes and procedures.
- Knowledge of what other areas of the University do and how they interact with the Office of Financial Services.

**KEY EXPERIENCES**  
Practical experiences and exposure to specific environments or activities related to successful performance.
- Analysing and reporting on financial data.
- Processing journals including accrual and prepayment entries.
- Working with Finance Systems and excel.
- Providing general financial guidance and support.
- Processing and reconciling invoices, reimbursements and statements.
- Working with general ledger accounts.
- Working collaboratively with internal and external stakeholders.