Position Description

Title: Administration Assistant
Faculty/Office: Finance
Position Number: 
Department/Team: Finance
Date: March 2020
HEW Level: HEW 5

Position Purpose: Provide administrative support to each of the Finance Directors

ORGANISATIONAL CONTEXT
The Finance division provides a broad range of Financial Services to support the University's 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. Finance is responsible for the payment of invoices and staff claims, monitoring of credit cards, insurance, tax obligations, treasury, strategic procurement and asset management. The function 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.
### KEY ACCOUNTABILITIES

- Manage diaries and arrange all travel and accommodation required by the Director Strategic Procurement, Director Financial Control & Treasury, Director Risk & Assurance, Director Shared Services, Director MQ Health Finance, where appropriate and required by the University.
- Prepare correspondence (emails, letters), reports, agendas, meeting minutes, papers and presentations on behalf of these Directors for internal and external distribution. Collate and prepare relevant documentation (presentations, reports, agendas, minutes) required by the Directors.
- Collate information and prepare draft briefing materials to support the Directors in external and internal meetings.
- Organise project meetings, prepare agendas and information packs prior to meetings, take and distribute minutes and action all required follow ups after meetings.
- Escalate queries with the Directors on an as needs basis.
- Support the prioritisation of Directors activities and workloads.
- Consolidate and analyse various data from IT, HR, Finance to provide to the Directors to support the completion of tasks in their teams.
- Co-ordinate and administer financial administration for the Directors, including monitoring budget expenditure, accounts payable/receivable and credit card reconciliation aligned to the University’s financial processes and controls.
- Build and maintain effective relationships with key internal and external partners at a senior level.
- Contribute to the development, implementation and/or improvement of administrative systems, processes and procedures, as required.
- Contribute to the organisation of VPFR social events.
- Comply with relevant EEO and WHS regulations.
- Perform any other duties as required and appropriate for this classification.
- Provide administrative assistance to the broader VPFR portfolio as required.

### POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Executive Assistant to Vice President Finance &amp; Resources</th>
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| Positions Reporting to: | Direct: nil  
Indirect: nil |
| Key Direct Clients: | • Director Strategic Procurement  
• Director Risk & Assurance  
• Director of MQ Health Finance  
• Director of Financial Control & Treasury  
• Other staff members in own office or department |
| Other Key Relationships: | • Other staff members in VPFR portfolio  
• Immediate team members  
• MQ staff in general |
| Budget Accountability: | Nil |
| Role-specific Conditions: | Criminal History Check |
| Scope and autonomy | Work tasks may require interpretation, decisions and advice within the scope of defined systems, processes, procedures and techniques. |
| Problem solving/ other requirements | Draws on own knowledge and experience to analyse problems and develops and implements solutions. |
## 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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<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>Resilience</strong>: Dealing effectively with and recovering quickly from setbacks or pressure.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Accountability</strong>: Assuming responsibility for making decisions and delivering agreed outcomes.</td>
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<td><strong>Analysis and Judgement</strong>: Evaluating information and data to solve problems and make decisions.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Organisational Agility</strong>: Navigating the University’s systems and structures to achieve objectives.</td>
<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Communication</strong>: Effectively grasping and conveying ideas and concepts to others. Maintaining confidentiality at all times.</td>
<td><strong>Initiative</strong>: Taking action, on own accord, to address problems and prevent them from reoccurring.</td>
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<td><strong>Service Focus</strong>: Making staff, students and key contacts and their needs a priority.</td>
<td><strong>Integrity</strong>: Exercising discretion and demonstrating professionalism.</td>
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<td><strong>Relationship Management</strong>: Establishing effective working relationships with others.</td>
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**REQUIRED KNOWLEDGE**
Qualifications, technical and/or professional skills and information needed from day one for successful performance.
- Higher School Certificate and/or equivalent experience.
- Computer skills including MS office and internet.

**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 Finance functions and structure.
- Knowledge of what other areas of the University do and how they interact with Finance.

**KEY EXPERIENCES**
Practical experiences and exposure to specific environments or activities related to successful performance.
- Working in administration.
- Providing service to customers.
- Experience in providing high level customer service in a complex organisation.
- Preparing agendas, minutes, reports and presentations.
- Managing and prioritising workload to meet demanding deadlines.
- Building and maintaining relationships with internal and external clients and stakeholders.