Position Description

Title: Finance Officer
HEW Level: HEW 6

Faculty/Office: Financial Services
Position Number: 

Department/Team: Management Accounting
Date: July 2014

Position Purpose: To provide financial guidance and reporting to specific departments, faculties or offices.

ORGANISATIONAL CONTEXT
The Office of Financial Services 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.

ORGANISATION CHART
### KEY ACCOUNTABILITIES

- Provide financial guidance and support to the Faculty/Office.
- Prepare regular financial reporting for the Faculty/Office on expenditure against budget and project accounts.
- Process creditors’ invoices, staff reimbursements; corporate card statements, requests for debtors invoices in line with the University’s policies.
- Review all general ledger accounts and amend or report on anomalies, as well as ongoing accounts payable, purchasing and journal entry work.
- Assist with 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.
- 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 the HEW grade of this role.

### POSITION CONTEXT

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Finance Manager</th>
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<tbody>
<tr>
<td>Positions</td>
<td>Nil</td>
</tr>
<tr>
<td>Reporting to:</td>
<td></td>
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<tr>
<td>Key Direct Clients:</td>
<td>Other staff members in own office or department Other external contacts</td>
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<tr>
<td>Other Key Relationships:</td>
<td>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</td>
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<td>Budget Accountability:</td>
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<td>Role-specific Conditions:</td>
<td>Criminal History Check</td>
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<tr>
<td>Scope and autonomy</td>
<td>Within defined parameters, adapts and develops processes, procedures, systems and/or techniques that impact how work is performed.</td>
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<td>Problem solving</td>
<td>Regularly identifies designs, develops and implements improvements to work procedures, practices, systems and/or techniques.</td>
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### 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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<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>
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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 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 and reporting on data.
- Working with Finance Systems.
- Providing general financial guidance and support.
- Processing and reconciling invoices, reimbursements and statements.
- Working with general ledger accounts.