Position Description

<table>
<thead>
<tr>
<th>College/Division:</th>
<th>Finance &amp; Business Services</th>
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<tbody>
<tr>
<td>Faculty/School/Centre:</td>
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<tr>
<td>Department/Unit:</td>
<td>Corporate Finance and Financial Reporting</td>
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<tr>
<td>Position Title:</td>
<td>Financial Accountant - Research</td>
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<tr>
<td>Classification:</td>
<td>ANU Officer Grade 6/7</td>
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<td>Position No:</td>
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<td>Responsible to:</td>
<td>Finance Manager - Research</td>
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<tr>
<td>Number of positions that report to this role:</td>
<td>Nil</td>
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<td>Delegation(s) Assigned:</td>
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**PURPOSE STATEMENT:**
The Financial Accountant – Research is member of the Corporate Finance and Financial Reporting team within the Financial and Business Services Division (F&BS). The Financial Accountant – Research is responsible for supporting and making a significant contribution to the delivery of high quality, accurate and timely financial reporting to external funding bodies in respect of grants received by the University.

**KEY ACCOUNTABILITY AREAS:**

**Position Dimension & Relationships:**
The Financial Accountant- Research collaborates with and provides high quality financial advice, reporting and services to stakeholders across the University and has responsibility to supporting and assist the University to deliver timely information to external funds providers. They also provide robust advice and assistance on research related finance policies, procedures and initiatives and provide support to ensure compliance with regulations. The Financial Accountant – Research works with the other members of the Research Financial Advisory team and with finance and research services professionals across the broader University community.

**Role Statement:**
Under broad direction, the Financial Accountant – Research will:

1. Coordinate and prepare financial reports to external grant regulators, in consultation with chief investigators, and ensure that all contractual requirements are met and investigating and resolving any issues.
2. Coordinate operational aspects and provide high-level services and advice on a wide range of, at times, complex financial matters in relations to research accounting. This includes but is not limited to resource allocation and financial processes and ensuring compliance with the University’s policies, procedures and current legislation.
3. Coordinate the preparation and distribution of periodic and ad hoc financial reports, ensuring that financial information produced is accurate, undertaking thorough investigative action when needed and presenting data with insightful recommendations and/or solutions.
4. Assist and support the facilitation of compliance to annual financial timetables and reporting requirements, working closely with Colleges and other relevant central areas.
5. Undertake approvals in accordance with the University’s delegation framework and coordinate financial processes, monitoring the integrity and accuracy of financial data and resolving data integrity issues.
6. Assist in the supervision of junior team members providing training, coaching and mentoring to support their performance development. This may include, at times, direct staff supervision.
7. Contribute to new initiatives and provide input to develop and improve financial related initiatives, ensuring timely and high-quality delivery.

8. Provide assistance in the coordination of various local and University wide finance related initiatives, ensuring timely and high-quality delivery.

9. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.

10. Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

**SELECTION CRITERIA:**

1. Tertiary accounting, financial or business qualification and demonstrated extensive relevant experience in a complex organisation. Membership of a professional institution (CPA or CA) is required. Experience in the administration, audit and acquittals of external funds will be highly regarded.

2. Demonstrated experience applying contemporary financial management practices with a proven ability to interpret and apply policies, procedures and legislative requirements.

3. Demonstrated analytical and problem-solving skills and a high degree of attention to detail, with a proven ability to exercise sound judgement in relation to contract risk, use initiative, investigate issues, collect and analyse data and to make recommendations on solutions.

4. Demonstrated high-level communication skills with experience producing various financial reports and an ability to consult and liaise effectively with stakeholders in a culturally diverse environment.

5. Proven organisational skills and ability to priorities own workload and to work effectively both independently and as part of a team, meeting, demanding deadlines and delivering high quality outcomes.

6. Experience working effectively in a dynamic environment with a demonstrated ability to be innovative, flexible and adaptable to support and meeting the changing needs of a complex organisation.

7. Demonstrated computer skills with experience using data warehouse tools, and high-level skills in Excel and across the MS Office Suite is essential. Experience with TM1 or reporting systems will be highly regarded.

8. A demonstrated high level of understanding of equal opportunity principles and occupational health and safety and commitment to their application in a University context.

*ANU Officer Levels 6 and 7 are broadbanded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.*

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.*

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<th>Delegate Signature:</th>
<th>Date:</th>
<th>18/05/2021</th>
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<tr>
<td>Printed Name:</td>
<td>Sharon Lu</td>
<td>Position: Finance Manager – Research Financial Advisory</td>
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**References:**

- Professional Staff Classification Descriptors
- Academic Minimum Standards