Position Description

College/Division: College of Engineering and Computer Science
Faculty/School/Centre: Professional Services Group
Department/Unit: Finance
Position Title: Finance Officer
Classification: ANU Officer Grade 5
Position No:
Responsible to: Deputy Finance Manager

PURPOSE STATEMENT:
The ANU College of Engineering and Computer Science is dedicated to contributing to the Australian National University’s reputation for excellence in research and research-led education. The College is at the leading edge within numerous fields, including logic, algorithms and data, signal processing, artificial intelligence, computer vision and robotics, computational mechanics, materials, fabrication, big software systems, renewable energy, networked systems and quantum cybernetics.

The Finance Officer assists the College in a diverse range of financial operations and financial management duties.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:
The Finance Officer works under the direction of the Deputy Finance Manager and is responsive, on a day to day basis, to the local area/s to ensure a high level of financial administrative support in a client service environment to the academic and administration units within the CECS Administration – Professional Service Group (PSG).

Working to actively support CECS objectives, members of the team integrate values of leadership, collaboration, resilience, approachability, flexibility in problem solving, respect and inclusiveness, adaptability and reliability into their actions and management of their relationships with staff and students within the Colleges, across ANU, and to the community both nationally and internationally.

Role Statement
Under the direction of the Deputy Finance Manager:

- Ensure timely preparation, analysis and distribution of financial reports for internal and external clients, including the preparation of special purpose funds financial statements for the acquittal of research grants.
- Assist with ledger maintenance, review and monitor financial transactions and provide advice on relevant policies, guidelines and requirements.
- Liaison with both general and academic staff on financial issues.
- Assist with budget preparation.
- Assist with compliance to financial timetables in conjunction with the appropriate ANU Central Administration areas.
- Assist in the provision of general administrative and accounting support to CECS Administration – Professional Service Group Finance.
- Take responsibility for your own workplace health and safety and not willfully or negligently place at risk the health and safety of another person in the workplace.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Undertake other duties as required consistent with the classification level of the position.
Selection Criteria

1. Degree or progress towards a Degree with extensive relevant work experience in a finance related area; or an equivalent combination of relevant experience and/or education/training.
2. Proven ability to work effectively in a team environment and independently as required to organise and prioritise your workload and meet regular and conflicting deadlines.
3. Demonstrated ability to communicate effectively with a diverse range of people, both orally and in writing and provide high quality client service with a proactive continuous improvement approach.
4. Ability to use computer applications such as spreadsheets, databases and computerised accounting systems including the analysis of data for reporting purposes.
5. Demonstrated strong analytical and numerical skills with a high degree of attention to detail and accuracy.
6. A demonstrated understanding of equal opportunity principles and a commitment to their application in a University context.

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.

Supervisor Signature: ___________________________ Date: ____________
Printed Name: _________________________________ Uni ID: ____________

References:

General Staff Classification Descriptors
Academic Minimum Standards