Position Description

College/Division: Division of Student Administration and Academic Services
Faculty/School/Centre: Division of Student Administration and Academic Services
Department/Unit: Student Finance
Position Title: Senior Finance Officer
Classification: ANU Officer Grade 6/7 (Administration)
Position No: 
Responsible to: Deputy Manager, Student Administration and Records and Student Finance
Number of positions that report to this role: 
Delegation(s) Assigned: 

PURPOSE STATEMENT:
The Senior Finance Officer provides comprehensive, high level support in a diverse range of financial operations, including the financial management of external and internal funds to the Student Finance team within the Division of Student Administration and Academic Services. The Senior Finance Officer liaises with staff and provides robust advice and assistance on a wide range of finance-related policies, procedures and initiatives supporting the achievement of strategic goals.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The Senior Finance Officer reports to the Deputy Manager, Student Finance and works closely with the other members of the Finance team, providing high quality financial advice and service, including budgeting, forecasting, reporting and compliance and fulfils a vital role in ensuring timely information is provided to various stakeholders. The Senior Finance Officer works collaboratively with staff in the Finance and Business Services Division (F&BS) and other areas within the University and supports the implementation of various local and University-wide Finance-related initiatives.

Role Statement:
Under broad direction of the Deputy Manager, Student Finance, the Senior Finance Officer will:
- Coordinate operational aspects and provide high level and, at times, complex advice and services on a wide range of financial matters, including operational planning - particularly in relation to resource allocation and financial processes, assistance in budget preparation and forecasting and expenditure monitoring, ensuring compliance with the University's policies, procedures and current legislation.
- Prepare financial reports to external funding bodies in consultation with project chief investigators to ensure that all contractual requirements are met, investigating and resolving issues.
- Coordinate the timely preparation and distribution of other 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.
- Undertake approvals in accordance with the University's delegations framework and coordinate financial processing, monitoring the integrity and accuracy of the financial data and resolving data integrity issues.
- Assist with the facilitation of compliance to annual financial timetables, working closely with F&BS and other relevant areas.
- Contribute to new initiatives and provide input to develop and improve financial practices and processes, with a commitment to continuous improvement and best practice in financial management and financial service delivery.
- Provide assistance in the coordination of various local and University-wide Finance-related initiatives, ensuring timely and high-quality delivery, and in the mentoring and development of junior team members.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
- 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. Degree in a relevant field with demonstrated experience in financial operations in a complex organisation or an equivalent combination of relevant experience and/or qualifications. Experience in the administration of external funds will be highly regarded, as will progress towards CPA membership.

2. Sound knowledge of and demonstrated experience with contemporary financial management practices with the 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 use initiative, investigate issues, collect and analyse data and to make recommendations on solutions.

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

5. 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.

6. Highly developed computer skills, including proficiency using the MsOffice suite and experience with online data management systems. Advanced skills in Excel will be highly regarded.

7. A demonstrated understanding of equal opportunity principles and policies 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/Delegate Signature:  Date:

Printed Name:  Uni ID:

References:

- General Staff Classification Descriptors
- Academic Minimum Standards