Position Description

College/Division: ANU College of Science
Faculty/School/Centre: Research School of Physics
Department/Unit: School Administration
Position Title: Purchasing and Finance Officer
Classification: ANU Officer Grade 5 (Administration)
Position No: TBC
Responsible to: Senior School Administrator
Number of positions that report to this role: Nil
Delegation(s) Assigned: D6

PURPOSE STATEMENT:
The Research School of Physics carries out research and teaching in a wide range of scientific fields and is housed in multiple buildings on the University’s Acton Campus. The Purchasing and Finance Officer will play a key role in coordinating, monitoring purchasing, payment activities and providing high-level assistance in the general financial administration to support the research and teaching activities of the School.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:
The Purchasing and Finance Officer works under the general direction of the Senior School Administrator (Finance). The Purchasing and Finance Officer is expected to maintain a close working relationship with academic and professional staff, HDR students, WH&S within the School and to develop and maintain a positive rapport with associates in College and the wider University community as well as various external suppliers.

Role Statement:
Under the general direction of the Senior School Administrator (Finance), the Purchasing and Finance Officer will:

• Be responsible for the day-to-day procurement activities of the School, including requisition management, purchase order creation, asset registration, procurement compliance and issue resolution.
• Perform efficient and effective processing of account payable and accounts receivable through the University financial System.
• Provide effective and accurate advice regarding School, College and University procurement and financial management including policies, procedures and guidelines.
• Assist with the financial management of the school including financial reporting, budgeting, asset management and other finance enquiries.
• Assist with the School store operations and procedures
• Comply with all ANU policies and procedures and in particular those relating to work health & safety and equal opportunity.
• Perform other duties as consistent with the classification level of the position and in line with the principles of multi-skilling.
SELECTION CRITERIA:

- Formal qualification or progress towards a qualification in Accounting, Financial and Business Administration, and/or relevant work experience and training in finance and/or administrative environment.
- Demonstrated strong organisational, well-developed numerical and analytical skills with an emphasis on accuracy and attention to detail.
- Proficiency in the use of financial and administrative systems for purchasing and accounts payable with high proficiency in the use of Excel and other Microsoft based products.
- Highly developed communication skills, including a strong commitment to high quality customer service and the ability to interpret policies and procedures in order to provide accurate advice to staff and students.
- Proven ability to identify problems and propose innovative solutions, using initiative and sound judgement.
- Proven ability to work effectively in a team environment and independently as well as the ability to organise and prioritise workload to meet regular and conflicting deadlines.
- 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 Name: | Uyen Nguyen | Date: | 5/5/2022 |

References:

- Professional Staff Classification Descriptors
- Academic Minimum Standards
In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance [https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook](https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook)
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.

### Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties.

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<thead>
<tr>
<th>TASK</th>
<th>regular</th>
<th>occasional</th>
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</thead>
<tbody>
<tr>
<td>key boarding</td>
<td>☒</td>
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<tr>
<td>lifting, manual handling</td>
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<td>repetitive manual tasks</td>
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<td>Organizing events</td>
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<td>fieldwork &amp; travel</td>
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<tr>
<td>driving a vehicle</td>
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**NON-IONIZING RADIATION**

- solar
- ultraviolet
- infra red
- laser
- radio frequency

**IONIZING RADIATION**

- gamma, x-rays
- beta particles
- nuclear particles

**CHEMICALS**

- hazardous substances
- allergens
- cytotoxics
- mutagens/teratogens/carcinogens
- pesticides / herbicides

**BIOLOGICAL MATERIALS**

- microbiological materials
- potential biological allergens
- laboratory animals or insects
- clinical specimens, including blood
- genetically-manipulated specimens
- immunisations

### OTHER POTENTIAL HAZARDS (please specify):

**Supervisor/Delegate Name:** Uyen Nguyen  
**Date:** 5/5/2022

For assistance please contact HR Operations: [hr.services@anu.edu.au](mailto:hr.services@anu.edu.au)