



# Position Description

<b>Position Title:</b>	Finance Assistant
<b>Classification:</b>	ANU Officer Grade 4 (Administration)

## PURPOSE STATEMENT

The Finance Assistant provides assistance to the University House and Graduate House team and supports the efficient and effective delivery of day-to-day finance related services.

## KEY ACCOUNTABILITY AREAS

### Position Dimension & Relationships:

The Finance Assistant assists the University House and Graduate House team on a variety of financial matters, contributing to the provision of quality advice and service to stakeholders. The Finance Assistant is a key role in data processing and daily finance associated duties, working closely with the other members of the Finance team and liaising with finance practitioners across campus.

### Role Statement:

Under general direction, the Finance Assistant will:

1. Attend to general Finance enquiries as directed, providing advice on the application of the University's policies and procedures related to financial aspects and escalating complex enquiries to the appropriate team members.
2. Assist with operational aspects of the day-to-day financial management. Duties include, but are not limited to:
  - Processing financial transactions including accounts payable and receivable, receipting, purchase card reconciliations, vendor creation, purchase orders, journal entries and clearances of advances.
  - Supporting generic reconciliations, debt management, reviewing financial documentation for accuracy, completeness and compliance with relevant policies.
  - Running, formatting and disseminating various routine and ad-hoc financial reports.
  - Assisting with ledger maintenance including budget checking and uploads, annual financial statements and the review and monitoring of financial transactions.
  - Assisting with the maintenance and upkeep of the asset register.
  - Collecting and preparing budget information.
3. Liaise with colleagues across campus, developing a broad base of financial skills, and actively participate in the continuous improvement of financial processes and quality service delivery.
4. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
5. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.

**SELECTION CRITERIA**

1. Demonstrated experience in an administrative role and a keen interest in financial operations or an equivalent combination of relevant experience and education/ training.
2. Demonstrated customer service and effective communication skills with an ability to liaise effectively with a wide range of stakeholders in a culturally diverse environment.
3. Demonstrated analytical skills and attention to detail with an ability to interpret and apply policies and procedures, to prioritise own workload and to work both independently on routine tasks and as part of a team, escalating issues when needed.
4. Proficient computer skills with demonstrated experience using the MsOffice suite, in particular Excel.
5. A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.

*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.*

**References:** [Professional Staff Classification Descriptors](#)



# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre	University House	Dept/School/Section	Finance Department
Position Title	Finance Assistant	Classification	ANU Officer 4 (Administration)
Position No.	36692	Reference No.	557290

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>
- 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.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## 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.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					
<b>Supervisor/Delegate Name:</b>		Polly Prakash	<b>Date:</b>		27.09.2024

