



Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	College Professional Services (Business Services)
Department/Unit:	College Finance Team
Position Title:	Senior Finance Officer
Classification:	ANU Officer Grade 6/7 (Administration)
Position No:	12314
Responsible to:	Deputy Manager, Finance
Number of positions that report to this role:	Nil
Delegation(s) Assigned:	Nil

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. 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 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 that timely information is provided to project leaders to manage their projects and ensure compliance with regulations. The Senior Finance Officer works collaboratively with finance practitioners across campus and other areas within the University and supports the implementation of various Finance initiatives at the local, College and University levels.

Role Statement:

Under broad direction, 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 debt management and reconciliations and 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 grant regulators in consultation with project chief investigators to ensure that all contractual requirements are met, investigating and resolving issues.
- Coordinate the 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 processes, monitoring the integrity and accuracy of financial data and resolving data integrity issues.
- Assist with the facilitation of compliance to annual financial timetables, working closely with Finance and Business Services (F&BS) and other relevant ANU central areas.
- 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.

- 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.
- 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.

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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 qualifications/ training. Experience in the administration of external funds will be highly regarded, as will progress towards CPA or CA 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 MS Office suite, advanced Excel skills and experience using ES Financials and TM1 or other enterprise resource planning solution.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

ANU Officer Levels 6 and 7 are broad banded 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.

Supervisor/Delegate Signature:		Date:	22 July 2022
Printed Name:	Velinka Vecchi	Uni ID:	U1066556

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

2/07/2021

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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	ANU College of Health and Medicine	Dept/School/Section	College Professional Services
Position Title	Senior Finance Officer	Classification	ANUO 6/7 (Admin)
Position No.		Reference No.	

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

Potential Hazards

<input type="checkbox"/> 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	
key boarding lifting, manual handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	
Organizing events	<input type="checkbox"/>	<input type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	
NON-IONIZING RADIATION			
solar ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	
infra red	<input type="checkbox"/>	<input type="checkbox"/>	
laser	<input type="checkbox"/>	<input type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICALS			
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	
TASK	regular	occasional	
laboratory work at heights	<input type="checkbox"/>	<input type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>	
electricity	<input type="checkbox"/>	<input type="checkbox"/>	
IONIZING RADIATION			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
BIOLOGICAL MATERIALS			
	<input type="checkbox"/>	<input type="checkbox"/>	

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allergens	—	—		microbiological materials	—			
	<input type="checkbox"/>	<input type="checkbox"/>		potential biological allergens	<input type="checkbox"/>		<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"/>	<input type="checkbox"/>
				immunisations	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):								
Supervisor/Delegate Name:					Date:	7 July 2022		