



## Position Description

<b>College/Division:</b>	ANU College of Asia and the Pacific
<b>School/Centre:</b>	Crawford School of Public Policy
<b>Department/Unit:</b>	National Security College
<b>Position Title:</b>	Finance and Contracts Officer
<b>Classification:</b>	ANU Officer 6/7 (Administration)
<b>Position No:</b>	41230
<b>Responsible to:</b>	NSC Manager
<b>Number of positions that report to this role:</b>	0
<b>Delegation(s) Assigned:</b>	D6

### PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

The National Security College (NSC), which is part of the Crawford School, is a joint venture between the Australian Government and the Australian National University (ANU). NSC conducts programs relating to national security policy including executive and professional development courses, postgraduate education, research and outreach.

The vision for the NSC is to build, through its core activities and the attributes of its graduates, enhanced strategic understanding and critical thinking about Australia's national security. The NSC builds this enhanced understanding in ways that promote collaborative leadership within government as well as trusted networks of cooperation between areas of expertise within and outside government.

The Finance and Contracts Officer provides comprehensive, high-level support in a diverse range of financial operations and research funding management activities.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Finance and Contracts Officer administers the day-to-day financial operation of the NSC, managing accounts payable, accounts receivable and project finance ensuring compliance with regulations and funding guidelines. The Finance and Contracts Officer also assists the NSC staff and students with their pre-award and post-award grant administration and supports the Business Operations Manager in budgeting, financial reporting and expenditure management.

**Role Statement:**

Under the broad direction of the Business Operations Manager, the occupant will:

1. Coordinate operational aspects and provide high level and, at times, complex advice, and services on a wide range of financial matters, including expenditure management, reconciliations and financial processes, ensuring compliance with the University's policies, procedures and current legislation.
2. Work closely with NSC academic and professional staff, coordinate grants and contracts activities, including providing advice and service on a wide range of research matters including pre and post award financial management ensuring compliance with university policies and procedures and funding guidelines.
3. Coordinate financial reports to external grant regulators in consultation with project chief investigators and College Finance to ensure that all contractual requirements are met, investigating and resolving issues.
4. 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.
5. Manage financial administration across the NSC, including budget preparation for projects, accounts payable and accounts receivable coordination, purchase card acquittal and expense reimbursements management.
6. 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.
7. Provide assistance and support to the Business Operations Manager in the coordination of ad hoc projects, ensuring timely and high quality delivery.
8. Develop and maintain networks with the University and College Finance and Research teams and liaise directly with them on matters relating to the NSC.
9. Perform other duties as requested, consistent with the classification of the position and in line with the principles of multi-skilling.
10. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.

**SELECTION CRITERIA:**

1. Degree in a relevant field with demonstrated experience in financial and research operations in a complex organisation or an equivalent combination of relevant experience and qualifications/ training. Experience in the higher education sector will be highly regarded.
2. Sound knowledge of and demonstrated experience with contemporary financial 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 make recommendations on solutions.
4. Demonstrated high-level written and verbal communication skills with proven experience drafting complex reports and an ability to consult and liaise effectively with stakeholders in a culturally diverse environment.
5. 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.
6. Highly developed computer skills, including proficiency using the MS Office suite. Advanced Excel skills and experience using Enterprise systems and TM1 will be advantageous.
7. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.
8. Must be eligible to obtain an Australian government security clearance.

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.

**References:**

[Professional Staff Classification Descriptors](#)



# Pre-Employment Work Environment Report

## Position Details

<b>College/Div/Centre</b>	<b>ANU College of Asia and the Pacific</b>	<b>Dept/School/Section</b>	<b>National Security College</b>
<b>Position Title</b>	<b>Finance and Contracts Officer</b>	<b>Classification</b>	<b>ANUO 6/7 (Admin)</b>
<b>Position No.</b>	41230	<b>Reference No.</b>	

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

<ul style="list-style-type: none"> <li>• Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>					
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 type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input 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"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
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"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
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>					