**POSITION DESCRIPTION**

**Finance Services Officer**

**Position Summary**

The Finance Business Partnering team is accountable for providing end-to-end finance services to Faculties and Divisions, including financial planning, forecasting and reporting, financial analysis and decision support, general accounting and transactional services across all funding sources.

The role of the Finance Services Officer delivers financial processes and transactional activities to support the day-to-day operations of Faculties and Divisions.

The role of the Finance Services Officer reports to the Hub Leader and has no direct reports.

Specific accountabilities for this role include:

**Accountabilities**

- Perform broad financial administration duties, which may include including raising purchase orders, billing, receipting, month end activities, journals and routine reporting ensuring accuracy and data integrity and monitoring for compliance with financial control framework, relevant policies and funding guidelines.
- Build and maintain strong working relationships with customers and provide appropriate guidance, advice, and support on purchasing processes, policies and systems (including MyTravel and Concur).
- Support and embed continuous improvement of Finance processes through championing change and seeking feedback.
- Provide reliable, efficient and effective customer service, ensuring timely and professional communication.
Foster collaborative and productive working relationships with colleagues across Finance to support effective and accurate service delivery for customers.

Meet customer and Finance needs by undertaking any other duties that are required, commensurate with the role and level.

Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

**Skills and Experience**

- Tertiary qualification in a relevant discipline and progressing towards a CA or CPA Qualification is desirable.
- Demonstrated experience in high volume operational purchase to pay or transactional financial services, within a large and diverse business.
- Demonstrated awareness of financial controls and experience in applying policy and guidelines.
- Experience in managing customer expectations and appropriately responding to customer needs.
- Well-developed communication, interpersonal, and stakeholder management skills to inform and work professionally with a wide range of internal and external stakeholders in a high-volume environment.
- Well-developed time management and organisational skills, and the ability to work well under pressure and manage multiple tasks with competing deadlines, adopting a commitment to providing excellent customer service.
- Working knowledge of computer applications and experience in enterprise financial systems and software (e.g. PeopleSoft, Concur).
- Attention to detail and ability to deliver results in line with required deadlines and quality parameters.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

**About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.