POSITION DESCRIPTION

Accountant

February 2024
Position Summary

College / Division  Student Services and Operations
School / Section  Financial Services
Location  Hobart
Classification  HEO Level 5
Reports to  Finance Business Partner

The Opportunity

The University’s Financial Services Team work in partnership with the University community to drive insights for decision making, promote financial sustainability and foster innovation to enhance the customer experience.

We are seeking to appoint an Accountant within Financial Services. Financial Services operates a professional services model where the provision of financial services is centralised and delivered through a hub model serving Colleges, Schools, Institutes and Divisional Units (Budget Centres).

The position of Accountant within the team has a critical role in partnering with the University community to build a strong financial sustainability and innovative culture. This role forms part of one of the four Finance Hubs which support the University.

The incumbent must be an inspiring individual with strong organisational skills, underpinned by knowledge of the delivery of financial services.

About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.
Accountabilities and outcomes

Purpose

The Accountant will assist all stakeholders to understand and deliver on their financial requirements and provide professional advice, guidance, support, and solutions.

Key Result Areas

- Ensuring the provision of timely strategic financial advice and analysis to Colleges, Divisions and budget centre owners.
- Support and advise stakeholders with research project income and expenditure, including account coding and preparation of journals.
- Monitoring the financial performance of Colleges/Divisions, and budget centres and provide support and advice on financial and budget management issues.
- Preparation and delivery of budgets, forecasts, budget reporting and business processes for Colleges/Divisions and budget centres.
- Supporting budget centres and functional staff to understand and deliver their financial service requirements.
- Develop strong client relationships with stakeholders.
- Develop knowledge of research project funding bodies, associated rules and budgets to provide budget advice and to ensure income and expenditure are coded accordingly.
- Participate in projects to improve financial management capabilities, and service delivery, as well as contribute to the continuous improvement of finance processes, procedures and policy.

Behavioural Expectations

We aim for everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

Success profile

Personal Attributes

- Detail Oriented: Produces high quality work through attention to detail, checking for errors and following procedures to finish tasks within specified timescales.
- Structured: Works methodically to organise and plan tasks, upholds standards and works quickly, able to multitask to produce outcomes.
- Investigative: Readily takes up opportunities to learn and acquire new skills and is able to identify issues and make intuitive judgements.
- Driven: Takes action and uses initiative to seize opportunities and pursue outstanding results, even when presented with difficulties or setbacks.

Core Capabilities

- Self-Awareness and Interpersonal Skills: Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment that enables people to achieve and thrive.
- Holistic Decision Making: Able to form sound judgements based on all available information, considering the potential impacts of decisions from a broad range of perspectives before taking definitive action.
**Role Specific Skills, Knowledge and Experience**

- Completion of a relevant Degree and/or extensive relevant work experience;
- Proven financial, analytical and commercial skills, including well developed problem solving and decision-making capabilities;
- The ability to analyse and report on information extracted from databases and proficient in Microsoft Office applications.
- Demonstrated ability to work to tight time frames often with conflicting deadlines, and to progress projects to completion and to assess and evaluate the project impacts;
- Demonstrated ability to work independently with general direction or as part of a team;
- Excellent interpersonal and communication skills, including the ability to effectively liaise with budget centre owners and the ability to work in a flexible and collaborative manner.
- Demonstrated commitment to continuous improvement and possess the initiative to recommend and implement changes to policy and procedure where improvements or efficiencies can be achieved.
- Proficient in the use of Finance systems (predominately TechnologyOne) and the ability and willingness to learn and develop skills using new applications;
- A customer focused approach to service delivery.

**Other Requirements**

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.
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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position.