

# Accountant

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<b>College/Division</b>	Division of the Chief Operating Officer
<b>School/Section</b>	Financial Services
<b>Location</b>	Hobart
<b>Classification</b>	HEO6
<b>Reporting line</b>	Reports to Manager – Financial Planning & Analysis

## Position Summary

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a people-centred University that is values-based, relational, diverse, and development-focused.

The University operates a centralised financial service provision delivered through a hub model comprising of Colleges, Schools, Institutes and Divisional Units (Budget Centres).

This position is a member of the Central Budgeting team. The Accountant will actively support the Central Budgeting team to deliver their finance requirements and support the provision of professional advice, guidance and solutions.

Under general direction and supervision, the incumbent is responsible for:

- Ensuring the provision of timely financial advice and analysis to business units.
- Monitoring financial performance and provide support and advice on financial and budget management issues.
- Preparation and delivery of budgets and associated reporting requirements
- Supporting the business units to manage their business processes and finance outcomes.
- Identifying and recommending continuous improvement opportunities.
- Developing strong customer relationships and ensuring a strong customer focus.

**We are an inclusive workplace committed to ‘working from the strength that diversity brings’ reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.**

## What You'll Do

- Provision of timely and professional finance advice and support to applicable Budget Centres including the provision of advice with regard to correct account coding and preparation of journals.
- Develop and maintain strong and effective communication and working relationships with relevant staff at the University.
- Assist in the preparation of the University's annual budget:
  - Assist with budgeting analysis and modelling required in the budget process
  - Assist in the preparation of budgets in line with the University's strategy and budgetary processes
  - Provide support to the Budget Centre throughout the budget process.
- Monitor, analyse and report on financial performance including:
  - Load targets and fee income analysis



- Assist in the preparation of monthly financial reporting to the University Executive Team (UET)
- Provide analysis of the financial performance and outcomes of University operations with a focus both on operating and research activities
- Assist in the provision of professional advice addressing areas of financial concern.
- Develop and maintain high level knowledge of systems (particularly Technology One Financials) and business processes relevant to the University from both a function and technical perspective.
- 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.
- Undertake other duties as assigned by the supervisor.

### What We're Looking For (success criteria)

- Completion of a relevant Degree with relevant work experience and progress towards an internationally recognised accounting body's qualification, or an equivalent combination of relevant experience and/or education/training.
- Proven financial, analytical and commercial skills, including problem solving and decision-making capabilities.
- The ability to analyse and report on information from large data sets and proficient in Microsoft Office application, particularly Microsoft Excel with the ability and willingness to learn and develop skills using new applications.
- Excellent interpersonal and communication skills including the ability to effectively liaise with applicable Budget Centre managers and the ability to work in a flexible and collaborative manner.
- 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
- Demonstrated commitment to continuous improvement and possess the initiative to recommend changes where improvements or efficiencies can be achieved.

### University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise that achieving this vision is dependent on the people we employ, as well as creating a university that is values-based, relational, diverse, and development-focused.

Check out more here:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

*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 above may be altered in accordance with the changing requirements of the position.*

