

## Finance Officer, Finance Shared Services

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<b>College/Division</b>	Division of the Chief Operating Officer
<b>School/Section</b>	University Services
<b>Location</b>	Launceston
<b>Classification</b>	HEO4
<b>Reporting line</b>	Team Leader, Finance Shared Services

### 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.

We are seeking to appoint a Finance Officer within the Finance Shared Service team.

The position is a key member of the team with a specific focus on the delivery of finance transactions and administrative tasks, including accounts receivable, accounts payable, credit card, expense reimbursement, accommodation revenue and travel support. The function will provide Finance Transaction solutions, advice and guidance to all Colleges, Schools, Institutes and Divisions.

The incumbent will be required to work within a fast-paced team environment, processing high volumes of transactions efficiently and accurately and possess a strong customer service focus.

### What You'll Do

- Process financial transactions in accordance with the Universities financial policies, procedures and guidelines
- Monitor and follow up outstanding transactions, undertake reconciliations and complete associated tasks
- Receipt University funds and prepare banking in accordance with University financial policy and guidelines
- Assist with administration and support of multiple Finance systems (e.g. PurchaseNow, ProMaster, TechnologyOne, Eforms and Travel related systems), user accounts and customer/vendor master files.
- Process transactions associated with the University Travel Management Card, maintain traveller profiles and provide support for all travel related enquiries.
- Respond to enquiries relating to University financial transactions, including liaison with Budget Centres and other parties in relation to University financial policies and procedures.
- Undertake tasks/duties within Finance Shared Services which may be reasonably required and for which the incumbent has received adequate training and instruction.
- Provide task support to Team members during peak periods and absences.



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

1. Completion of a Diploma, or Certificate IV, and/ or an equivalent combination of experience and training.
2. Experience working with high volumes of transactions in a fast-paced environment whilst maintaining accuracy and precision
3. High level of computing skills, including experience with computerised accounting applications and spreadsheets
4. Sound written, oral and interpersonal communication skills, the ability to focus on and understand client needs and an aptitude for service delivery.
5. Demonstrated ability to prioritise tasks, meet deadlines, and to identify and resolve problems.
6. Demonstrated ability to work independently or as part of a team.
7. Demonstrated customer service focus and experience in a customer service environment

### Other position requirements

8. Familiarity with Finance Systems and Processes.

### 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.*

