

# Accountant

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<b>College/Division</b>	Division of the Chief Operating Officer
<b>School/Section</b>	Corporate Finance
<b>Location</b>	Hobart
<b>Classification</b>	HEO 5
<b>Reporting line</b>	Reports to Treasury Manager

## 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 cultural 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 an Accountant within Corporate Finance, part of the [Division of the Chief Operating Officer](#). This position provides support to the Treasury Manager in the management of the University's Corporate Finance function.

The Corporate Finance Accountant position is a key member of the Corporate Finance Team with a specific focus on supporting the delivery of financial analysis to achieve the funding and campus transformation agenda and diversification of revenue initiatives. The Corporate Finance Accountant will actively support the Treasury Manager to deliver on financial requirements, reporting and provide analysis, support and solutions for Transformation, Corporate Finance and subsidiaries.

In this role you will gain insight and exposure to treasury and capital project management, and the opportunity to engage directly and collaborate with the Transformation team and subsidiaries.

**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

- Assist with analysis, guidance and support to the Transformation project, Corporate Finance and subsidiaries in the formation and delivery of budgets, plans and key measures.
- Ensure the processing of financial transactions are in accordance with the University's service delivery standards and correcting where required.
- Assist with monitoring of financial performance and providing support and advice on financial and budget management issues.
- Ensure budgets are prepared in line with the University's strategy and budgetary processes.
- Assist with preparing periodic financial reports to external and internal stakeholders, ensuring that accurate and timely financial information is provided.
- Assist with the maintenance and enhancement of measurement tools and models.
- Continuous review of processes and procedures with a view to implementing efficiency and accuracy improvements.
- Assist with Corporate Finance including Treasury management tasks as required.
- Undertake other duties as assigned by the supervisor



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

- A degree in accounting and finance or relevant field with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training.
- Demonstrated analytical skills and experience with data set and modelling tasks.
- High level of proficiency in Excel and Power BI.
- Strong numerical, reconciliation and problem-solving skills.
- Excellent attention to detail and organisational skills.
- Demonstrated experience or strong knowledge with willingness to expand in corporate finance and treasury functions.

### Desirable Attributes:

- Experience in Technology One Financials system.
- Demonstrated knowledge of the University sector and current issues and trends confronting universities.
- Currently studying or willing to study for CPA, CA or equivalent qualification.

### Other position requirements

- Some intrastate/interstate travel may be required.

### 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.

More information:

<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.*