



## POSITION DESCRIPTION

Strategy, Planning and Resources  
Faculty of Arts

### Finance Reporting Officer

POSITION NO	0034385
CLASSIFICATION	PSC 6
SALARY	\$79,910 - \$86,499 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Lisa Dougherty Tel +61 3 8344 4890 Email <a href="mailto:edoug@unimelb.edu.au">edoug@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Position Summary***

The Faculty of Arts Strategy, Planning & Resources (SPR) team is responsible for facilitating programs and functions in the Budgets & Planning, Business Analytics, Finance and Accounting and OHS & Facilities portfolios. Arts SPR seeks to support business operations and the achievement of Faculty strategic and operational goals through the provision of high quality business support services and business partnering.

The Finance Reporting Officer supports the management, administration and reporting of the Faculty's accounts. The role involves review and management of accounts and transactions, the provision of advice to staff, support for budget development, forecasting and monthly reporting. The role co-ordinates the HERDC submission and works closely with School Managers and academic staff to comply with legal, university and government requirements.

The incumbent is responsible for the delivery of financial services to a portfolio of clients and provides support, advice and assistance on a wide range of budgetary and other finance issues.

### ***1. Key Responsibilities***

- ▶ Manage a portfolio of research projects in post-award finance and budget management in consultation with the Manager Finance and Accounting, Researchers and School Managers;
- ▶ Ensure the Faculty's HERDC research income submission is maximised by coordinating quarterly returns, reviewing and updating returns, and reporting the results as required;
- ▶ Ensure the provision of accurate and timely management reports to support Managers in using and interpreting finance reports;
- ▶ Facilitate the review and management of current year expenditure (including salaries) in collaboration with Managers and other University units;
- ▶ Investigate and resolve issues with accounts in consultation with Researchers and Managers;
- ▶ Support Managers to develop, implement and monitor specific purpose budgets;
- ▶ Contribute to the development and input of the Faculty's budget and forecasts in collaboration with Managers;
- ▶ Assist researchers and managers in support of reporting for, Faculty research units and centres, and management of internal research grants;
- ▶ Work collaboratively within and across functional areas in the Faculty to ensure broader divisional goals and objectives are being met;
- ▶ Contribute to the planning, development and evaluation of Faculty programs and initiatives by participating in multi-disciplinary teams, working with staff to scope projects, undertake analysis and cost new initiatives;
- ▶ Collaborate with functional experts in financial reporting across the University in the development of systems and best practices that meet Faculty requirements supporting continuous improvement and innovation;
- ▶ Comply with quality assurance in line with requirements under the University's risk management framework including OH&S, legislation, statutes, regulations and policies.

## **2. Selection Criteria**

### **2.1 ESSENTIAL**

- ▶ Tertiary qualifications in a relevant discipline and or equivalent mix of education and relevant experience
- ▶ Experience in large computerised accounting systems such as Oracle Financials, and a wide range of software applications and tools, with an emphasis on strong spreadsheet and database skills.
- ▶ Demonstrated financial management experience including reporting, including a good understanding of financial policies and practices and financial compliance issues.
- ▶ Excellent written and spoken communication skills with proven ability to interpret and provide advice on complex policies.
- ▶ Highly developed interpersonal skills and ability to work collaboratively with clients and colleagues and to work independently with minimal direction.
- ▶ Evidence of initiative, flexibility and the self-motivation to follow through on a range of competing tasks and demonstrated ability to prioritise workloads and meet deadlines.

### **2.2 DESIRABLE**

- ▶ Experience with Themis Financials;
- ▶ Membership to a recognizable Accounting professional body or substantial progress towards eligibility for accreditation.

## **3. Special Requirements**

- ▶ During peak periods of the year Annual Leave may not be able to be granted.

## **4. Job Complexity, Skills, Knowledge**

### **4.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The Finance Officer will receive broad direction from the Finance and Accounting Manager. You will work independently to resolve day to day problems and in carrying out tasks and will generally only refer issues to the Manager in the absence of established procedures or where issues fall outside policy guidelines or require significant intervention. You will also provide some advice and direction to other members of the finance team when required. You are expected to assume responsibility for time management and prioritisation of tasks and processes.

### **4.2 PROBLEM SOLVING AND JUDGEMENT**

The position has responsibility for applying specialist knowledge and understanding of University finance policies and procedures and basic accounting practices to solve problems. The incumbent will be required to perform a variety of tasks ranging from the routine to the quite complex. Many functions will be based on clearly defined procedures and will operate within set time frames, whilst others will require a high level of analytical and problem-solving skills. The incumbent is also expected to use specialist expertise to

develop and/or refine procedure with a view to improving service delivery and/or to achieve the work unit's objectives.

#### 4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

This position is required to develop in-depth knowledge of University Enterprise Systems such as Themis Financials, Themis Agreements, Hyperion, OBIEE and Apex and how they interact with other related functions. The position is also required to have a sound knowledge of University policies and procedures. You will be required to adapt internal procedures and techniques to achieve objectives. You are expected to provide analysis of systems and processes in order to provide innovative solutions. A high-level expertise in Themis Finance and Research applications is required. Themis Budgeting, Advanced Reporting and Grants & Contract proficiency will be required. Willingness and ability to keep abreast of taxation legislation in regard to GST and FBT is required. The position must maintain an excellent understanding of the organisational structure of both the University and the Faculty, particularly in relation to how communication and approval processes work.

#### 4.4 RESOURCE MANAGEMENT

The Finance Officer is expected to manage own timelines and priorities. The position has no direct reports however is expected to provide guidance to others within the team.

#### 4.5 BREADTH OF THE POSITION

The position collaborates with a broad range of University staff, including managers and senior academics. The position is expected to identify areas of deficiencies in processes, make suggestions for change and assist with the implementation of policies and procedures.

### 5. *Equal Opportunity, Diversity and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised

as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## ***6. Occupational Health and Safety (OHS)***

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## ***7. Other Information***

### **7.1 ORGANISATION UNIT**

The Strategy, Planning and Resources (SPR) team partners with Faculty staff to enable the achievement of strategic and operational goals through planning, evaluation, budgeting, financial management and OHS, facilities and records management advice and support. The three service areas in SPR are:

- ▶ Budgets & Planning
- ▶ Business Analytics & Evaluation
- ▶ OHS, Facilities & Records

### **7.2 BUDGET DIVISION**

<http://arts.unimelb.edu.au/>

The Faculty of Arts is at the forefront of teaching and research in the languages, humanities and social sciences fields in Australia and in many cases internationally. Founded in 1853, the Faculty of Arts is one of Australia's oldest and largest faculties with approximately 400 staff and 8000 students engaged in over 900 subjects in more than 40 areas of study. As Australia's premier Arts faculty, it aims to provide an exciting, high-quality intellectual environment that will attract the best students and staff across a wide range of disciplines.

The Faculty of Arts maintains strong connections with leading international universities through research collaborations and student exchange programs, and nurtures relationships with government, not-for-profit and private organisations through student internship placements, research projects and community engagement.

As well as housing the Graduate School of Humanities and Social Sciences, the Faculty of Arts also comprises five academic schools:

- ▶ Asia Institute
- ▶ School of Culture and Communication
- ▶ School of Historical and Philosophical Studies
- ▶ School of Languages and Linguistics

► School of Social and Political Sciences

Our students and staff are supported by business units within the Faculty including:

- The Office of the Dean and Faculty Executive Director
- The Academic Support Office
- The Strategy, Planning and Resources Unit
- The External Relations Unit
- The Research Office
- The Human Resources Office

For more information on the Faculty please see [www.arts.unimelb.edu.au](http://www.arts.unimelb.edu.au).

### 7.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

### 7.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 7.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/governance>