



POSITION DESCRIPTION

Strategy, Planning and Resources
Faculty of Arts

Finance and Compliance Officer

POSITION NO	0034386
CLASSIFICATION	PSC 5
SALARY	\$68,892 - \$79,130 p.a.
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Continuing position available
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Ms Lisa Dougherty Tel +61 3 8344 4890 Email edoug@unimelb.edu.au <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

Position Summary

The Faculty of Arts Strategy, Planning & Resources (SPR) team is responsible for facilitating programs and functions in the Budgets & Planning, Business Analytics 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.

Arts SPR are currently seeking to appoint an experienced Finance and Compliance Officer to fill this ongoing role in the strategic planning portfolio.

Reporting to the Finance and Accounting Manager, the Finance and Compliance Officer is responsible for supporting a portfolio of clients and contributes to a range of compliance activities. The incumbent provides first level advice to key stakeholders and assists in the management of the Faculty's finances. The role will undertake special project work, collecting and analysing relevant data sets and providing limited finance support to multi-disciplinary teams.

1. Key Responsibilities

- ▶ Support Chief Investigators in the financial management of post-award research projects under the direction of the Finance and Accounting Manager;
- ▶ Assist with the compliance reviews of current year expenditure;
- ▶ Maintain the Chart of Accounts within Faculty guidelines and undertake the timely closure of segments no longer in use;
- ▶ Process transfers and journals in accordance with the annual schedule and resolve issues in consultation with Managers
- ▶ Investigate and resolve issues with accounts in consultation with Managers;
- ▶ Contribute to the Faculty's budget and forecasts via data review and input in Hyperion and Position Management;
- ▶ 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 compliance across the University in the development of systems and best practice 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

- ▶ A tertiary qualification in a relevant discipline such as accounting or an equivalent combination of training and work experience;
- ▶ Commitment to quality client service, focussing on providing accurate and timely information to a diverse client base while looking for opportunities to add value;

- ▶ Sound time management skills including the ability to work independently and to manage competing responsibilities;
- ▶ Excellent attention to detail to ensure accuracy in financial records and to identify errors to be addressed;
- ▶ A working knowledge of GST and FBT;
- ▶ Demonstrated ability to perform and work collaboratively in a team with the ability to maintain confidentiality and exercise discretion;
- ▶ Demonstrated experience in using Microsoft Office, particularly managing and manipulating data in Excel;
- ▶ Demonstrated aptitude for self-direction and motivation including an ability to work under pressure when dealing with a variety of tasks, conflicting priorities and multiple deadlines.

2.2 DESIRABLE

- ▶ Demonstrated experience in using University finance systems (including Oracle Financials and Agreements modules), policies and procedures;
- ▶ Experience working in the tertiary or government sector;
- ▶ Progress towards CPA or CA standing.

3. *Special Requirements*

The Team's operational requirements will influence approval of annual leave.

4. *Job Complexity, Skills, Knowledge*

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Finance and Compliance Officer reports to and receives broad direction from the Finance and Accounting Manager. The incumbent will work independently to resolve day to day problems and, in carrying out tasks, will generally only refer issues to others if they are unable to provide a workable solution to problems in the absence of established procedures, where issues fall outside policy guidelines or for issues that require significant intervention.

4.2 PROBLEM SOLVING AND JUDGEMENT

The position has responsibility for applying a knowledge and understanding of Faculty strategic plans, organisational performance and revenue generation to solve business problems. The incumbent will be required to perform a variety of tasks ranging from the routine to the complex. Many functions will be based on clearly defined procedures and will operate within set time frames, whilst others will require analytical and problem-solving skills as well as the ability to develop innovative solutions to problems in the absence of established policies and procedures.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will need to quickly develop a thorough knowledge of Faculty and University strategic plans, organisational performance and revenue generation to apply to data analysis and forecasting.

4.4 BREADTH OF THE POSITION

The position covers a wide range of tasks often involving liaison with Faculty (SPR, Office of the Dean, academics and other professional staff) and University stakeholders (University Services and Chancellery Finance) to gather information and data requirements.

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 & Finance
- ▶ 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

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>.