

<b>Position Title:</b>	Team Leader (Transaction & Purchasing)
<b>Position Classification:</b>	Level 6 (Dual Classification)
<b>Position Number:</b>	315302, 315303, 315322, 315323, 315923
<b>Faculty/Office:</b>	Finance
<b>School/Division:</b>	Service Delivery Centre
<b>Centre/Section:</b>	
<b>Supervisor Title:</b>	Manager, Financial Services
<b>Supervisor Position Number:</b>	315297

### Your work area

Finance supports the mission of the University by providing a high quality, end-to end, flexible and responsive financial management and advisory service including provision of corporate financial services

The University's professional service delivery model was created to deliver effective and efficient end to end services across the whole University. The model includes all core services of the University and creates functionally aligned services delivered through Service Delivery Centres.

### Reporting Structure

Reports to: Manager, Financial Services

Direct Reports: Transaction & Purchasing Support Officers and Assistants

### Your role

As the appointee you will work independently and provide a high level of administrative support for the management of the accounting needs of the area and be responsible for all financial matters for the area. The team is committed to providing a quality outcome with a focus on continuous improvement.

### Key responsibilities

Responsible for financial compliance relating to accounts

Oversee the payment of invoices and maintain a computerised record of income and expenditure

Provide advice to staff on financial matters

Conduct regular account reconciliations and investigate and solve identified financial problems

Prepare, review and implement financial accounting policies and procedures

Prepare and present annual financial statements

Ensure proper administrative controls are in place to regulate expenditure habits

Train and advise staff in the appropriate use of the University's financial system

Liaise with staff and central administration in relation to the administration of the area's accounts

Provide costings and guidance to staff making submissions for grants and strategic initiatives

Manage and lead the transaction & purchasing support team

Other duties as directed

### **Your specific work capabilities (selection criteria)**

Relevant tertiary qualifications or equivalent competency

Substantial relevant administrative and financial management experience at an appropriate level

Demonstrated knowledge and understanding of financial accounting practices and procedures

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines

Ability to work independently, show initiative and work productively as part of a team

Highly developed written and verbal communications skills

Commitment to providing a high level of quality customer service

### **Special Requirements**

A current National Police Clearance is desirable

### **Compliance**

#### **Workplace Health and Safety**

All supervising staff are required to undertake effective measures to ensure compliance with the Occupational Safety and Health Act 1984 and related University requirements (including Safety, Health and Wellbeing Objectives and Targets).

All staff must comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work, to ensure compliance with University and Legislative health and safety requirements.

Details of the safety obligations can be accessed at <http://www.safety.uwa.edu.au>

#### **Equity and Diversity**

All staff members are required to comply with the University's Code of Ethics and Code of Conduct and Equity and Diversity principles. Details of the University policies on these can be accessed at

[http://www.hr.uwa.edu.au/publications/code\\_of\\_ethics](http://www.hr.uwa.edu.au/publications/code_of_ethics), <http://www.equity.uwa.edu.au>

<b>Position Title:</b>	Team Leader (Transaction & Purchasing)
<b>Position Classification:</b>	Level 7 (Dual Classification)
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<b>Faculty/Office:</b>	Finance
<b>School/Division:</b>	Service Delivery Centre
<b>Centre/Section:</b>	
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### Reporting Structure

Reports to: Manager, Financial Services

Direct Reports: Transaction & Purchasing Support Officers and Assistants

### Your role

As the appointee you will work independently and lead in the management of the accounting needs of the area and be responsible for all financial matters for the area. The team is committed to providing a quality outcome with a focus on continuous improvement

### Key responsibilities

Responsible for financial compliance relating to accounts

Manage the payment of invoices and maintain a computerised record of income and expenditure

Provide expert advice and analysis to staff on complex financial matters

Initiate and conduct regular account reconciliations and investigate and provide solutions to identified financial problems

Establish, manage and implement financial accounting policies and procedures

Prepare and present annual financial statements and projection of expenditure

Ensure proper administrative controls are in place to regulate expenditure habits

Coordinate training and advise staff in the appropriate use of the University's financial system

Liaise with staff and central administration in relation to the administration of the area's accounts  
Provide costings and guidance to staff making submissions for grants and strategic initiatives  
Manage and lead the transaction & purchasing support team providing training and career development  
Other duties as directed

### **Your specific work capabilities (selection criteria)**

Relevant tertiary qualifications or equivalent competency  
Substantial financial management experience including budget development, planning and financial reporting  
A comprehensive knowledge and understanding of financial accounting practices and procedures  
Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email  
Highly developed organisational skills and demonstrated ability to set priorities and to meet deadlines  
Ability to work independently, show initiative and work productively to lead a team  
Highly developed written and verbal communications skills and consultation skills  
Commitment to providing a high level of quality customer service.

### **Special Requirements**

A current National Police Clearance is desirable

### **Compliance**

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