



THE UNIVERSITY OF
MELBOURNE

POSITION DESCRIPTION

School of Chemistry
Faculty of Science

Finance Officer – ACEX

POSITION NO	0042867
CLASSIFICATION	PSC 6
SALARY	\$77,207 - \$83,573 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full-time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed-term available until 28 February 2022
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 Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Paul Mulvaney Tel +61 3 8344 2429 Email mulvaney@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 position of Finance Officer (FO) is situated with the ARC Centre of Excellence in Exciton Science (ACEX). The Centre is a significant international, multidisciplinary and multi-institutional project that has an annual discretionary budget of approximately \$7 million a year. It consists of 5 University nodes. ACEX is led by the University of Melbourne and research at the University will occur across the School of Chemistry, Bio21 Institute and the School of Mathematics and Statistics.

The incumbent will be based in the School of Chemistry and will therefore be a member of the School professional staff. As such, the Centre Finance Officer is expected to support the broad goals and operational targets of the School. The incumbent will be supported by, and work closely with, the School Administration and Faculty of Science Finance Management Accountant team.

The FO will be responsible for providing support, advice and assistance to all 5 University nodes of ACEX, the ACEX Centre Manager, Director and Executive Committee.

1. Key Responsibilities

Under the broad direction of the Centre Manager, the position will be responsible for the efficient organisation of financial management and reporting processes:

- ▶ Provide a high level of accounting, budgeting service and advice to ACEX staff through provision of accurate information on a range of finance issues and procedures.
- ▶ Contribute to the development of the ACEX annual budget by initiating and developing reports for financial analysis and strategic planning of ACEX.
- ▶ Management of the ACEX nodes' consolidated reporting in Excel and the provision of regular financial reports developed from this system to the COO.
- ▶ Administer the consolidated reporting system and provide support to the node administration staff to ensure they maintain accurate reporting processes.
- ▶ Manage the ACEX Central financial reporting function. Reconcile all financial reporting to conform with ARC and the University financial reporting requirements for the ACEX annual report to the ARC.
- ▶ Ensure the efficient and effective operation of the THEMIS financial management reporting systems.
- ▶ Monitor and reconcile monthly expenditure and income, including salary analysis, and report on variations. Ensure that the ACEX recurrent, research and other grant expenditures are monitored against budget and that accurate and detailed records are kept and issues or discrepancies are investigated.
- ▶ Work with members of the Faculty Financial Services Group and University Services to ensure that any change in financial policy and procedures is implemented effectively in the Centre.
- ▶ Proactively explore continuous improvements for the Centre, e.g. provide suggestions into alternative ways of operating financial services within ACEX.
- ▶ Ensure that compliance reporting responses, and other grant/trust fund information, is in accordance with relevant grant/trust fund governing regulations.
- ▶ Oversee the maintenance and acquisition of physical ACEX assets such as research and other equipment. Ensure that assets are entered and maintained on the ACEX

Asset register, Themis Asset Management System and provide reports when necessary.

- ▶ Supervision of casual staff as required. Effective liaison with relevant financial officers at other Centre nodes, including industry and international partners.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ Completion of a tertiary degree in a finance related discipline and subsequent relevant work experience and/or an equivalent combination of relevant extensive experience and/or education/training.
- ▶ Experience in large computerised accounting systems such as Oracle, and a wide range of software applications and tools including word processing, spreadsheets and databases.
- ▶ Demonstrated experience in formulating budgets, data manipulation and financial analysis.
- ▶ Highly developed interpersonal skills, consistent with dealing with a diverse range of people in an organisation and commitment to quality service.
- ▶ Highly developed written and verbal communication skills.
- ▶ A high level of self-motivation and initiative and an ability to provide creative solutions to problems.
- ▶ Demonstrated ability to undertake varied tasks and meet deadlines whilst maintaining accuracy and attention to detail.
- ▶ Ability to work both autonomously and as part of a team.
- ▶ Ability to provide forecast and scenarios for different budgeting environments.

2.2 DESIRABLE

- ▶ Demonstrated experience working in an academic environment.
- ▶ Familiarity with the Australian Research Council funding programmes and processes.
- ▶ Familiarisation with IExpenses and IProcurement of the Themis Financials system.
- ▶ Experience with Themis Financials and research applications.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The position plays a key role within ACEX, in that it provides direct support to the ACEX Centre Manager and Director, and requires the incumbent to liaise and work with a wide range of partners, including scientists from a range of institutions, government personnel and industry partners. Under broad supervision from the Centre Manager, the incumbent will operate with a wide degree of autonomy in the majority of tasks.

The incumbent will provide advice on financial matters guided by University policy. There is scope to determine an approach in the absence of established procedures or detailed instructions, but guidance is readily available. The incumbent should be self-motivated, be able to prioritise workloads, share expertise and plan ahead.

3.2 PROBLEM SOLVING AND JUDGEMENT

The capacity to be proactive and provide creative solutions that support high quality outcomes is an essential component of this position.

The incumbent is expected to use a high degree of judgement in dealing with enquires, problems and making arrangements on behalf of the ACEX Centre Manager and should take responsibility for outcomes. This position requires strong problem solving and analytical skills.

The incumbent will apply diagnostic skills in the accounting area and identify and correct discrepancies or incorrect transactions. Many tasks and functions are based on clearly defined procedures whilst other functions require a high level of analytical and problem solving skills.

The incumbent is expected to display well-developed oral and written communications skills and sound interpersonal skills when liaising and interacting with staff, students and external clients.

The incumbent is expected to exercise judgement in regards to the urgency of a range of tasks – sound time management skills and the capacity to prioritise are essential.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to have a detailed understanding of accounting principles and concepts, a knowledge of computer systems, financial management and where to find research information when needed.

Preference will be given to candidates who have a comprehensive knowledge of the organisational structure, workplace culture and protocols, strategic objectives and policies of the University.

The incumbent is required to develop in-depth knowledge of University finance systems, policies and procedures and how they interact with other related functions. The incumbent is required to obtain high-level expertise in Themis Finance and Research modules, and as such is expected to complete Themis training (if required, dependent upon incumbent existing expertise).

The incumbent will maintain details and contact persons of bodies that grant funding for university research. The incumbent will have an understanding of the University finance policy and procedures such as taxation and trust funds.

3.4 RESOURCE MANAGEMENT

The incumbent will be required to assist with the financial operations of ACEX in conjunction with the Centre Manager, ACEX and School and Faculty administration and finance teams. The incumbent monitors income and expenditure from diverse sources including a broad range of research funds, operational income, trust income and income from both private and public sector organisations.

3.5 BREADTH OF THE POSITION

The position liaises with a broad spectrum of academic and professional staff within School and the University. It also embraces a range of functions in accounting and financial management. This position is expected to implement and advise on current University policies and adherence to granting body's conditions and requirements.

The incumbent will also liaise with the School, other areas of the University and each of ACEX nodes in order to gather information, respond to requests for information etc. The incumbent may also be required to liaise with industry and government organisations and with visitors and the general public on behalf of ACEX. The incumbent is expected to demonstrate excellent flexible, organisational and timekeeping skills.

4. *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 service for excellence and reach the targets of Growing Esteem.

5. *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/topics/responsibilities/>

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

6. Other Information

6.1 SCHOOL OF CHEMISTRY

The Centre of Excellence is being led by the School of Chemistry at the University of Melbourne. The University of Melbourne's School of Chemistry is one of Australia's leading chemistry departments. It has achieved this status through the high quality of its research and teaching programs. The School offers a wide range of subjects to undergraduate and postgraduate students and is involved in aspects of community life that impact on the interests of the School and the discipline. An overview of the School's staff activities, teaching programs and research portfolio can be found at: <http://www.chemistry.unimelb.edu.au>.

Infrastructure support for research and basic information technology facilities are provided to all members of the department. Special facilities such as high end workstations and salaries for research fellows are supported through individual competitive external research grants. Members of the School have had considerable success at attracting support from the Australian Research Council.

6.2 FACULTY OF SCIENCE

<http://www.science.unimelb.edu.au>

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia.* Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 50,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

Science manages more than \$290 million of income per annum, with a staff base in the order of 270 professional staff, and more than 580 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 8,600 undergraduate and 2,440 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$70 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on

*Figures from the latest available data for 2015, including published international rankings data.

a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$56 million. The annual income from the endowment supports more than 120 prizes, scholarships and research awards.

6.3 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>.

6.4 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.

6.5 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>