



Australian
National
University

Position Description

College/Division:	College of Asia and the Pacific
Faculty/School/Centre:	School of Culture, History and Language
Department/Unit:	ARC Centre of Excellence for the Dynamics of Language
Position Title:	Finance and Administration Officer
Classification:	ANU05
Position No:	27533
Responsible to:	Centre Chief Operations Officer
Number of positions that report to this role:	N/A
Delegation(s) Assigned:	TBA

PURPOSE STATEMENT:

The ANU College of Asia and the Pacific (CAP) leads intellectual engagement with the Asia-Pacific region through research, teaching and contributions to public debate, and seeks to set the international standard for scholarship concerning the region.

The Australian Research Council (ARC) Centre of Excellence for the Dynamics of Language is a new cross-disciplinary research centre, which aims to revolutionise the science of language: how languages vary and how it is learnt, used and evolves.

The Finance and Administration Officer will assist in developing and reviewing the Centre's complex budget, co-ordinate finance functions between university nodes and administer the day-to-day operations of the Centre.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

This position is located within the College of Asia and the Pacific (CAP), School of Culture, History and Language (CHL) and requires interaction and partnership with professional and academic staff across the college, as well as staff in the College of Arts and Social Sciences (CASS) and the College of Medicine, Biology and Environment (CMBE).

The Finance and Administration Officer works under the general direction of the Centre Chief Operations Officer (COO). The position is responsive, on a day-to-day basis, to the Centre's administration staff and researchers, covering four Research Programs and two Research Threads. Research staff are dispersed across four participating universities (ANU, University of Melbourne, University of Queensland and University of Western Sydney). Externally the position works closely with the Centre's numerous domestic and international partner institutions.

Role Statement:

Under the general direction of the Centre Chief Operations Officer, the Finance and Administration Officer will:

1. Assist with establishing reporting policies and standards for the Centre, in line with ANU policies and procedures, and maximise opportunities for reporting automation/enhancement through use of appropriate databases.
2. Collate Centre performance data and translate into detailed University and government reports in accordance with funding agreements.
3. Assist with reconciling Centre, Program and Thread budgets, plan and review Centre and Node outputs, income and expenditure, and facilitate accounts payable and receivable processing at ANU and the other Nodes.
4. Coordinate the administration of large-scale local and international events, conferences, workshops and summer schools, as well as administering travel for visitors, staff, students, committee and advisory board members.
5. Develop and maintain positive working relationships and collaborate with a range of internal and external stakeholders.
6. Maintain inventory laboratory supplies, general office resources and equipment.
7. Undertake other duties as required consistent with the classification of this position and in line with the principles of multi-skilling; and

8. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

1. A degree with relevant experience in administration and financial operations. Experience in a tertiary institution or similar environment would be highly regarded.
2. Demonstrated strong analytical, numerical and problem solving skills along with the ability to integrate data from various systems for effective business reporting purposes.
3. Proven ability to work effectively in a team environment and independently as required, organise work priorities and meet regular and sometimes conflicting deadlines with a high level of attention to detail.
4. Excellent written and verbal communication and interpersonal skills, including a demonstrated ability to consult, negotiate and liaise effectively with a diverse range of people.
5. Proven ability to interpret, adapt and apply policy and procedures with a proactive continuous improvement approach.
6. A demonstrated understanding of equal opportunity (EO) principles and a commitment to their application in a university context.

Delegate Signature:

Date:

Printed Name:

Professor Ken George

Position:

CHL Director

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



Position Details

College/Div/Centre	CAP	Dept/School/Section	CHL
Position Title	Finance and Administration Officer	Classification	ANU05
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name: Professor Nicholas Evans	Date:	
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