



Position Description

Finance Officer

Corporate Finance, Revenue and Payables

Division of Finance

Classification Level 4

Delegation band [Delegations and Authorisations Policy \(see Section 3\)](#)

Special conditions Nil

Workplace agreement [Charles Sturt University Enterprise Agreement](#)

Date last reviewed August 2022



About Charles Sturt University

Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia’s pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university’s position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university’s operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university’s eight key performance indicators:

Our Students	<ul style="list-style-type: none"> • Commencing progress rate • Student experience
Our Research	<ul style="list-style-type: none"> • Research income • Research quality and impact
Our People	<ul style="list-style-type: none"> • Engagement • All injury frequency rate
Our Social Responsibility	<ul style="list-style-type: none"> • Underlying operating result • Community and partner sentiment



Division of Finance

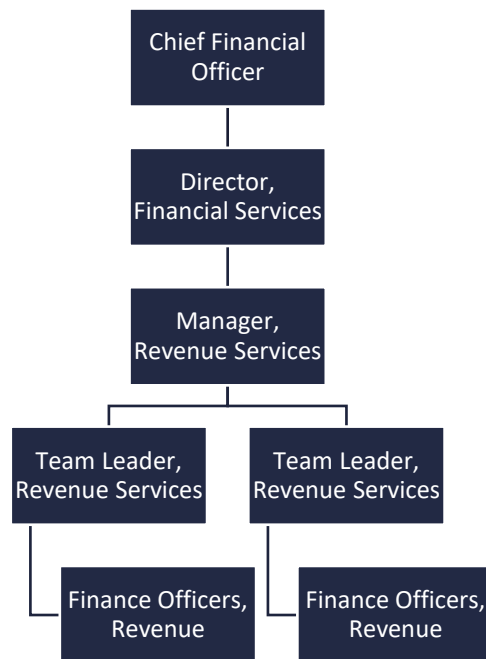
Revenue and Payables

The Division of Finance is responsible for the provision of financial services to the University. Their goal is to provide timely, flexible and responsive financial information to facilitate efficient and effective management throughout the University.

The Revenue team in the Revenue & Payables Centre is responsible for the timely invoicing and collection of moneys owed to the University, administering student loans, managing onshore and offshore revenue share agreements, maintenance and review of debtors and advice on related policies and procedures.

The Payables team in the Revenue & Payables Centre is responsible for the timely payment of University supplier accounts, administration of the Universities online procurement system, creation and maintenance of supplier identities and advice on related policies and procedures.

Organisational chart



Reporting relationship

This position reports to: Team Leader, Revenue Services

This position supervises: Nil

Key working relationships

- Students
- Staff
- External Commercial Customers



Position overview

The role of Finance Officer has several key aspects, which include ensuring timely billing and collection of debts owed to Charles Sturt University from all debtors. The work undertaken needs to involve efficient collection of debts in conjunction with providing a high level of service to all internal and external stakeholders.

Principal responsibilities

- Input of information into the finance system of the University relating to the invoicing and collection of debts.
- Regular analysis, review and follow up of debtors' accounts.
- Recommend accounts for lodgement with external recovery agent and lodge following authorisation Monitor collection process and liaise with collection agent. Where necessary, recommend bad debts for write off.
- Answer queries from students, staff and debtors on accounts receivable issues.
- Negotiate with debtors who owe funds in relation to payment of accounts owing.
- Participate in a regular rotation of tasks assigned to other recovery officers to ensure all staff can provide a full range of services during periods of absences.
- Manage the processing and despatch of invoices and statements for subscribers to the National Radio News.
- Review and follow up of debtor accounts belonging to subscribers of National Radio News.
- Reconcile clearing accounts as directed.
- Other duties as appropriate to the classification.



Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#) identified as essential or critical for success in this role.

Focus on service	Strive to meet needs and exceed expectations of our students, communities and colleagues (performance focus, quality outcomes, student welfare, equity and conduct).
Live our values	Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.
Adapt to change	Explore the reasons for change and be willing to accept new ideas and initiatives.
Network	Bring people together and build relationships that deliver desired benefits and outcomes.
Listen closely	Dig deep to understand others, using self-insight to build team spirit and recognise efforts.
Follow instructions and procedures	Follow procedures and instructions, time keep, show commitment, keep to safety and legal guidelines.

Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses.
- On occasion drive a vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#)
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.
- Possess the physical ability to carry out shelving duties, such as frequent bending, reaching/stretching, squatting and repetitive lifting.



Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential

- A. Completion of an associate diploma qualification with relevant work-related experience or a certificate level qualification with post-certificate relevant work experience; or completion of year 12 and normally at least 4 year's relevant work experience; or an equivalent level of knowledge gained through any combination of education, training and/or work experience.
- B. Demonstrated time management skills and ability to prioritise competing demands to meet deadlines. Ability and willingness to work effectively, both in a team and independently with minimal supervision.
- C. Demonstrated experience in providing advice and assistance on the interpretation of policies, regulations and guidelines.
- D. Demonstrated experience in debt recovery in addition to a high level of accuracy in data entry skills.
- E. Excellent verbal and written communication skills with an ability to communicate effectively and interact professionally with a diverse customer base. Demonstrated commitment to high value customer service.



● Brisbane

New South Wales

● Dubbo

● Port Macquarie

● Orange

● Bathurst

Goulburn
NSW Police Academy ●

● Sydney

● Wagga Wagga

● Canberra

● Albury-Wodonga

● Wangaratta
Regional Study Centre

Victoria

● Melbourne

● - Capital city ● - Campus location

