

**Position Description**

 **Position Title:** Finance Officer

 **Position Classification:**  Level 5

 **Position Number:** 316975, 316979, 316968, 316974, 317353, 316984, 316933, 316951, 316955, 316956, 316934, 316925, 316953, 319939, 320342

 **School/Division:**  Finance

 **Centre/Section:** Financial Compliance

 **Supervisor Title:** Senior Finance Officer

 **Supervisor Position Number:**  319931, 319932, 319933

**Your work area**

The role of Finance is to support the appropriate stewardship of the University’s finance through the provision of a strategic financial advice, establishment of a financial management framework, financial management tools, procurement, management of the University’s Investment and Endowment portfolio, as well as financial oversight and accountability for finance and human resources administrative and transactional operations.

Finance undertakes this role through three core pillars: Financial Compliance, Financial Performance and Procurement.

In undertaking this role, Finance operates support across the University, from advising the Vice-Chancellery, Executive and Senior leadership team on strategy and performance to supporting staff and students in their purchases and travel arrangements.

**Reporting Structure**

Reports to: Senior Finance Officer

**Your role**

As the appointee you will, under general direction, deliver financial processes and transactional activities to support the day to day operations of business units.

In addition, you will also provide support to the Travel and Expense Management Officers to ensure an integrated, supportive and collaborative approach to the management of the University's Expense and management system.

**Your responsibilities**

Conduct broad financial administration duties, including raising purchase orders, receipting, month end activities, journals and routine reporting ensuring accuracy and data integrity, and monitoring for compliance within the financial control framework, relevant policies and funding guidelines

Respond to enquiries using judgement and initiative while demonstrating an understanding of, and applying, University policy and procedure

Provide support in identifying sustainable process improvements across all areas of accountability and make recommendations to the Senior Finance Officers

Build and maintain strong working relationships with customers and provide appropriate guidance, advice and support on purchasing processes, policies and systems

Foster collaborative and productive working relationships with colleagues across Finance to support effective and accurate service delivery for customers

Maintain accurate documentation in accordance with approved policy operating standards and the University record keeping requirements

Other duties as directed

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

Relevant tertiary qualification or demonstrated equivalent competency

Substantial relevant administrative experience at an appropriate level in an accounting related role

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

Highly developed organisational skills and demonstrated ability to prioritise and meet strict deadlines

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

Highly developed written and verbal communication skills

Demonstrated knowledge of financial accounting practices, procedures and systems

Ability to adapt to change and be flexible

Highly developed analytical and numeracy skills

Ability to ensure accuracy and attention to detail

Strong focus on delivering exceptional customer service

**Special requirements (selection criteria)**

Current National Police Clearance Certificate

**Compliance**

Workplace Health & 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>

Inclusion & Diversity

All staff members are required to comply with the University’s Code of Ethics, Code of Conduct and Inclusion and Diversity principles. Details of the University policies on these can be accessed at [https://www.uwa.edu.au/policy/home#Code](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uwa.edu.au%2Fpolicy%2Fhome%23Code&data=04%7C01%7Cjulija.agulaite%40uwa.edu.au%7Cf6cbfd943f2c4f9764a508d94fd92faa%7C05894af0cb2846d8871674cdb46e2226%7C1%7C0%7C637628616485346968%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=XfSPOWFoNFNaMWK8rTuwxOZwQDFv726je1XPrfWSWmE%3D&reserved=0), <http://www.web.uwa.edu.au/inclusion-diversity>.