

POSITION DESCRIPTION

Position Title	Finance Officer		
Organisational Unit	ACU College		
Functional Unit	ACU College		
Nominated Supervisor	Finance Manager		
Higher Education Worker (HEW) Level	HEW 5	Campus/Location	Melbourne (St Patricks)
CDF Achievement Level	1 All Staff	Work Area Position Code	HR to assign
Employment Type	0.5 FTE	Date reviewed	November 2018

ABOUT AUSTRALIAN CATHOLIC UNIVERSITY

Mission Statement: *Within the Catholic intellectual tradition and acting in Truth and Love, Australian Catholic University is committed to the pursuit of knowledge, the dignity of the human person and the common good.*

At ACU we pride ourselves on offering a welcoming environment for everyone. At the same time, we are a university committed to standing for something clear. We stand up for people in need and causes that matter. ACU's Mission is central to the University, and informs every area – integrating the dignity of the human person, the common good, and ethical and social justice considerations into our core activities of student learning and teaching, research and service.

We are a publicly-funded university which has grown rapidly over the past few years. We're young, but we are making our mark: ranking among the top universities worldwide. We have got seven campuses around Australia, more than 200 partner universities on six continents, and a campus in Rome, Italy.

We know that our people make us a university like no other. It's your values, action and passion that makes the difference. Whatever role you may play in our organisation: it's what you do that defines who we are.

We value staff, offering excellent leave and employment conditions, and foster work environments where they have the ability grow and develop. We continue to invest in our facilities and workplaces, and actively involve staff in shaping the future direction of the organisation.

In order to be agents of change in the world, we all need to see life through the eyes of others. We believe that our role as a university is to inspire and equip people to make a difference – and that means cultivating their ability to act and think empathetically.

We hope that you might champion these values, and work with us to create a place of learning that is not only the envy of the world, but the making of it.

The structure to support this complex and national University consists of:

- Provost
- Chief Operating Officer & Deputy Vice-Chancellor
- Deputy Vice-Chancellor, Research
- Deputy Vice-Chancellor, Students, Learning and Teaching
- Vice President
- Pro Vice-Chancellor Assisting the Vice-Chancellor and President

Each portfolio consists of a number of Faculties, Research Institutes or Directorates. The Vice President drives both the Identity and the [Mission](#) of the University. In addition, five Associate Vice-Chancellors and Campus Deans focus on the University's local presence and development of the University at the local 'campus' level.

ABOUT THE PROVOST PORTFOLIO

The Office of the Provost oversees and coordinates the work of the Academic Portfolio which is a central contributor to ACU's Strategic objectives. Led by the Provost, this work supports the Vice-Chancellor and President by providing strategic leadership of major academic-related activities across the university. The key areas within the Academic Portfolio currently are as follows:

- Faculties
- Chair, Academic Board
- ACU International
- ACU College
- Strategic Partnerships and Executive Education
- Core Curriculum via Faculty of Theology & Philosophy
- Rome Campus

ABOUT ACU COLLEGE

ACU College is the centre for Vocational Education and Training (VET) at Australian Catholic University (ACU). ACU is a Registered Training Organisation (RTO No: 3578) delivering nationally accredited VET courses from certificate III to diploma level.

ACU College offers courses in nursing, education support, individual support, early childhood education and care, leadership and management, allied health, first aid, manual handling and CPR. Our courses are offered in Queensland, Victoria and the Australian Capital Territory (ACT).

ACU College has developed extensive industry partnerships with leading education, health and community services organisations, providing students with the opportunity to apply learned skills in contemporary workplaces through planned professional experience placements.

ACU College courses are customized to meet the needs of industry, ensuring students gain the skills needed to transition successfully into the workplace or onto further studies in ACU through our pathways program.

ACU College is firmly committed to delivering nationally recognised qualifications and accredited courses in accordance with the Australian Qualifications Framework (AQF).

POSITION PURPOSE

Under the direction of the Finance Manager the position will ensure timely and accurate finance support for the Finance Manager in the financial requirements of ACU College. This includes accounts payable, payroll, invoicing and billing, student fees, payments and payment plans.

Key responsibilities

Key responsibilities specific to this position	Relevant Core Competences (Capability Development Framework)	Scope of contribution to the University			
		Within the work unit or team	School or Campus	Faculty or Directorate	Across the University
Accounts and billing <ul style="list-style-type: none"> Provides timely and efficient delivery of finance transactions services that meet the day to day operational needs of the College within ACU Policy guidelines Ensures accurate and timely processing of accounts payable, invoicing, debtor and credit management, and receipting in line with University requirements Generates regular financial reporting and analysis covering ACU College courses and services Ensures appropriate actions, communications and escalation of issues to the Finance Manager where appropriate 	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Know ACU Work Processes and Systems 	✓			
Payroll <ul style="list-style-type: none"> Ensure timely and efficient payroll services for fortnightly payroll processes are completed 	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Know ACU Work Processes and Systems 	✓			
Communication and service provision <ul style="list-style-type: none"> Provide quality financial support service for students Provide prompt assistance with queries from staff and students 	<ul style="list-style-type: none"> Deliver Stakeholder Centric Service Communicate with impact 	✓			

HOW THE ROLE OPERATES

Key Challenges and Problem Solving

- Follow effective processes to ensure accurate entry of financial information into accounting systems and meet tight deadlines.
- Follow Finance procedures in response to the new finance system.

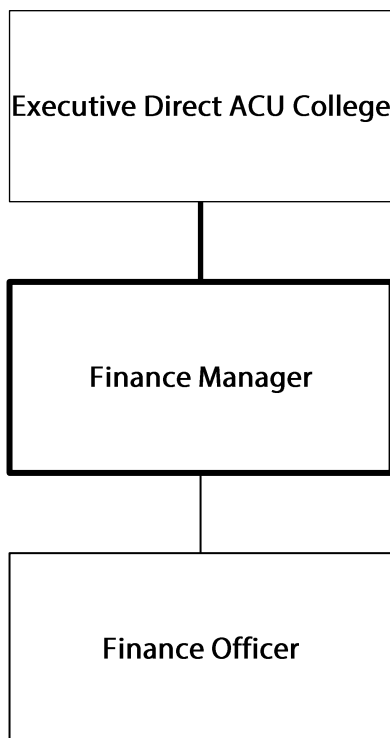
Decision Making / Authority to Act

- The position holder provides timely and accurate service in the administration of the project coding in the finance system and ensures compliance with the Finance policies and procedures.

Communication / Working Relationships

- The position holder liaises with internal and external stakeholders both on the phone and face to face, and is in contact with staff at all levels of the University including students, Directors, Executive Management, academic and general staff.
- The position holder clarifies financial data to internal stakeholders and also communicates University policies and procedures with reporting system users.

Reporting Relationships



For further information about structure of the University refer to the [organisation chart](#).

SELECTION CRITERIA

Qualifications, skills, knowledge and experience

1.	A relevant tertiary qualification in Accounting or demonstrated experience in a finance related function.
2.	Financially orientated with a demonstrated eye for detail, and the ability to provide reliable advice to Finance Management.
3.	High level computer skills with financial and accounting systems including Excel.
4.	Excellent organisational and interpersonal skills.
5.	Excellent written and oral communication skills.
6.	Ability to be a team player and work autonomously.
7.	Ability to use initiative.

Core Competencies (as per the [Capability Development Framework](#))

8.	Demonstrate confidence and courage in achieving ACU's Mission, Vision and Values by connecting the purpose of one's work to ACU's Mission, Vision and Values.
----	---

Other attributes

9.	Demonstrated commitment to cultural diversity and ethical practice principles and demonstrated knowledge of equal employment opportunity and workplace health and safety, appropriate to the level of the appointment.
----	--