

POSITION DESCRIPTION UNIVERSITY OF TASMANIA



POSITION TITLE	Graduate Accountant
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COLLEGE/INSTITUTE/DIVISION	Division of the Chief Operating Officer
SCHOOL/SECTION	Financial Services
CAMPUS	Launceston
CLASSIFICATION	HEO 5
DATE	January 2019

POSITION SUMMARY

The University of Tasmania is building a vision of a place-based University with a mission to enhance the intellectual, economic, social and culture future of Tasmania, and from Tasmania, contribute to the world in areas of distinctive advantage. The University recognises that achieving this vision is dependent on the people we employ as well as creating a University that is values-based, relational, diverse, and development-focused.

The University operates a centralised financial service provision delivered through a hub model comprising of Faculties, Schools, Institutes and Divisional Units (Budget Centres).

The position is a member of the College of Science and Engineering (CoSE) Finance Hub. The Graduate Accountant will actively support the CoSE Finance Hub to deliver their finance requirements and support the provision of professional advice, guidance and solutions.

Under routine supervision to general direction the incumbent will:

- Contribute to the provision of timely financial advice and analysis to business units.
- Assist in monitoring financial performance and provide support as required on financial and budget management issues.
- Prepare and assist with the delivery of budgets and forecasts and associated reporting requirements.
- Support the Finance Business partner with relevant business units to manage their business processes and finance outcomes
- Identify and recommend continuous improvement opportunities.
- Develop client relationships, ensuring a client focus approach to work.

POSITION RELATIONSHIPS

Supervisor	Senior Reporting Analyst
Direct reports	None

Other	<p>The incumbent must interact in an effective way with:</p> <ul style="list-style-type: none"> • Chief Financial Officer and Central Finance staff • General Manager Finance • Senior Reporting Analyst • Finance Business Partner and CoSE Finance team • Budget Centre Managers and staff • Transactional shared services
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KEY ACCOUNTABILITIES AND OUTCOMES	
1.	Support and Provide timely and professional finance advice and support to applicable Budget Centre including account coding and preparation of journals.
2.	Build an understanding of the client's business and the market in which they operate. Develop and maintain effective communication and working relationships with relevant staff at the University.
3.	<p>Assist the Finance Business Partner in the preparation of the University's annual budget for assigned Budget Centres and:</p> <ul style="list-style-type: none"> • Provide support where required throughout the Budget process and budget centres in the formation and delivery of their financial budget. • Support the budgeting analysis and modelling required in the budget process. • Assist in the preparation of budgets in line with the University's strategy and budgetary processes.
4.	<p>Under general direction monitor, assist in providing analysis and reporting on financial performance, including:</p> <ul style="list-style-type: none"> • Contributing toward the completion of quarterly forecasts. • Exercise diligence and monitor the financial performance of applicable Budget Centres and assist with variance analysis. • Assist and actively participate in the preparation of monthly financial reports, ensuring that accurate and timely accounting and budget information and commentary is provided to Budget Centres, research & operating project owners and University Management. • Provide analysis of the financial performance and outcomes of University operations, with a focus both on operating and research activities as requested. • Provide advice and/or make recommendations addressing any areas of financial concern.
5.	Participate in projects to improve Financial management capabilities, and service delivery, as well as contribute to the continuous improvement of finance processes, procedures and policy.
6.	Actively participate in ad-hoc projects in order to achieve team goals as required by Finance or University management teams.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY
The incumbent will work as part of the finance team and primarily be providing financial advice and support under the general direction of the Finance Business Partner, in relation to finance issues affecting the CoSE Finance Hub.

SELECTION CRITERIA
Essential Requirements
<ol style="list-style-type: none"> 1. Completion or near completion of graduate degree in Accounting and/or other related financial discipline. 2. Sound financial, analytical and commercial skills, including problem solving and decision-making abilities.

3. Comfortable with Finance systems and applications in order to deliver analysis and report on information. Proficient in Microsoft Office applications, particularly Microsoft Excel and willingness to develop skills and learn new applications.
4. Good interpersonal, oral and written communication skills, including the ability to effectively liaise with applicable Budget Centre managers and approach work in a flexible and collaborative manner.
5. Strong attention to detail and ability to meet deadlines and be accountable for own work.
6. Perform tasks with a client service focus and ensure an appropriate medium of communication (phone, email, meeting) with client and team members is used at all time.

Desirable Attributes

1. Familiarity with Technology One Financials system.
2. Demonstrated knowledge of the University sector and current issues and trends confronting universities is advantageous.

WORKPLACE HEALTH AND SAFETY

- All staff will assist the University to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision.
- All supervising staff are required to implement and maintain the University's WHS Management System in areas under their control ensuring compliance with legislative requirements and the established Policies, Procedures and Standards.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions

UTAS STATEMENT OF VALUES



We subscribe to the fundamental values of honesty, integrity, responsibility, trust and trustworthiness, respect and self-respect, and fairness and justice. We bring these values to life by our individual and collective commitment to:

- * Creating and serving shared purpose
- * Nurturing a vital and sustainable community
- * Focusing on opportunity
- * Working from the strength diversity brings
- * Collaborating in ways that help us be the best we can