

Finance Officer (Research)

College/Division	Division of the Chief Operating Officer
School/Section	Financial Services
Location	Launceston
Classification	HEO Level 4
Reporting line	Reports to Manager – Financial reporting

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 cultural 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 people-centred University that is values-based, relational, diverse, and development-focused.

We are seeking to appoint a Finance Officer within [Financial Services](#) which is part of [Division of the Chief Operating Officer](#).

The Finance Officer is a key position in the central Financial Reporting team and has specific responsibilities in relation to the efficient and effective financial management and reporting of the University's research projects.

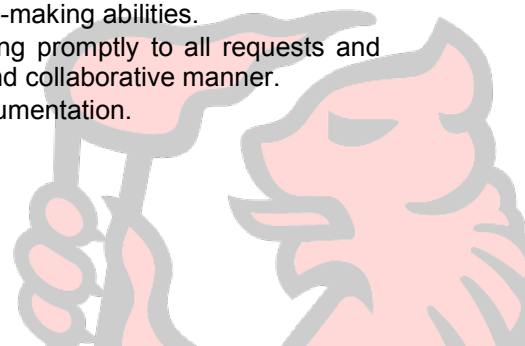
We are an inclusive workplace committed to 'working from the strength that diversity brings' reflected in our Statement of Values. We are dedicated to attracting, retaining and developing our people and are committed to inclusive principles. We celebrate the range of diverse assets that gender identity, ethnicity, sexual orientation, disability, age and life course bring. Applications are encouraged from all sectors of the community. Tell us how we can make this job work for you.

What You'll Do

- Review contract agreements and implement existing processes to ensure all financial reporting obligations are met. Includes the establishment of new projects and input of the income budget in the Finance system, and associated update of the Research Management Database (RMDb).
- Raise invoices to funding providers in accordance with the contract.
- Action contract variations, including associated amendments to the project record in the Finance System and RMDb, and invoicing.
- Prepare financial statements and acquittal documentation for contracts and grants and submit to funding providers within required timeframes and in accordance with grant conditions, following up with the relevant Chief Investigator (CI).
- Have oversight of the Finance Research Support shared inbox and ServiceNow inbox to ensure all requests are dealt with in a timely and customer focused way.
- Assist with other duties which may be reasonably required, for which the incumbent has received adequate training and instruction.

What We're Looking For (success criteria)

- Sound financial and analytical, including problem solving and decision-making abilities.
- Good interpersonal, oral and written communication skills, responding promptly to all requests and effectively liaising with other areas within the University in a flexible and collaborative manner.
- Strong attention to detail and ability to read and interpret contract documentation.



- Competent in the use of desktop applications including Microsoft Excel, Word and Outlook.
- Demonstrated ability to work effectively independently and as part of a team in a customer service environment.
- Demonstrated ability to prioritise tasks and meet deadlines.

Other desirable requirements

- Experience in the use of financial management systems (including Technology One Financials) system.

University of Tasmania

The University of Tasmania is an institution with an enduring commitment to our state and community, and a strong global outlook. We are committed to enhancing the intellectual, economic, social and cultural future of Tasmania. Our [Strategic Direction](#) strongly reflects the University community's voice that our University must be place based but globally connected as well as regionally networked and designed to deliver quality access to higher education for the whole State.

We believe that from our unique position here in Tasmania we can impact the world through the contributions of our staff, students and graduates. We recognise 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.

More information:

<https://www.utas.edu.au/jobs>

<https://www.utas.edu.au/careers/our-people-values-and-behaviours>

The intention of this position description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties above may be altered in accordance with the changing requirements of the position.

