

Accountant (Projects)

Division of Finance

Classification	Level 7
Delegation Band	Delegations and Authorisations Policy (see Section 3)
Hours per Week	35
Nature of Employment	Fixed term
Workplace Agreement	Charles Sturt University Enterprise Agreement
Date Last Reviewed	February 2019

Our University Values



Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results

- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact

- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others

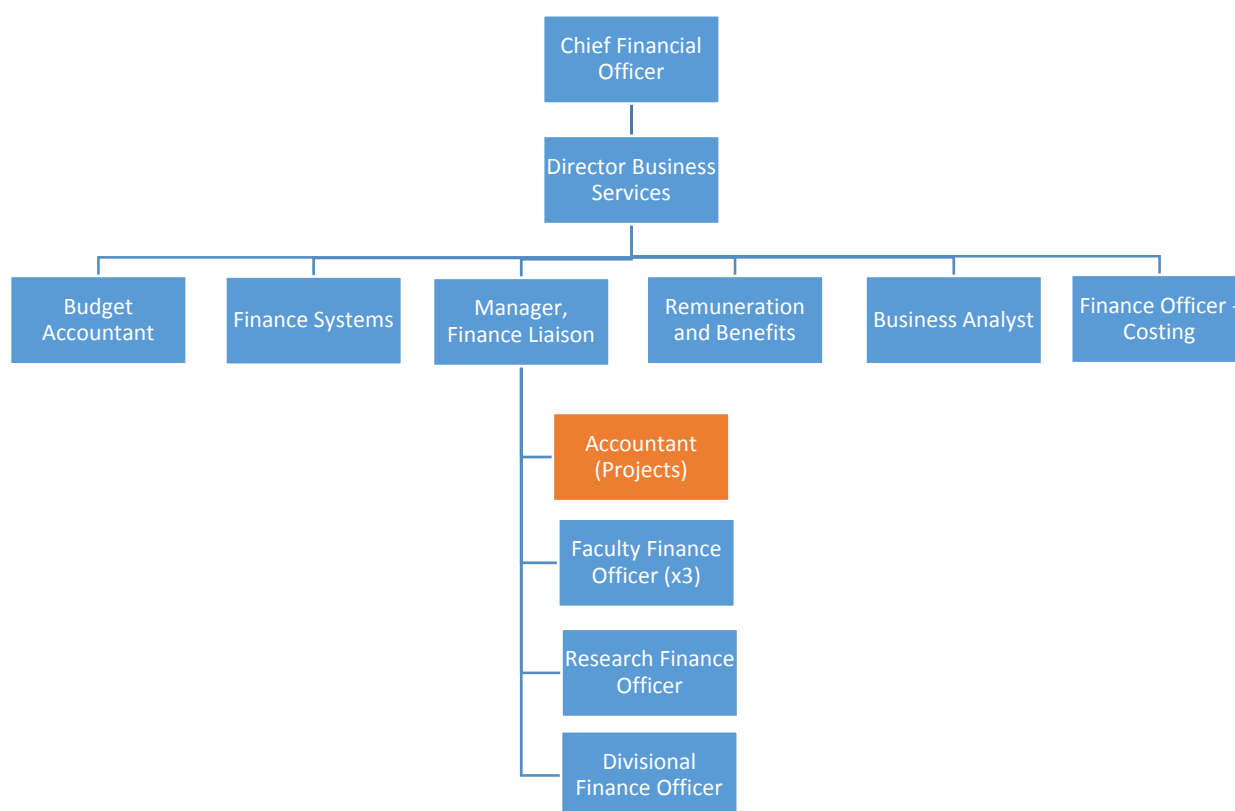
- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

Division of Finance - Organisational Environment

The Division of Finance provides a range of corporate services involving finance, accounting operations and systems and the operation of commercial and campus based services.

The vision of the Division is to strive for excellence in strategic resource management, the provision of professional services and systems, and the conduct of business that supports the University to fulfil its strategic plan.

Organisational Chart



Reporting Relationships

This position reports to: Manager, Finance Liaison

This position supervises: N/A

Key Working Relationships

- Manager, Finance Liaison
- Faculty Finance Officer Network
- Business Services Team

Position Overview

Principal duties involve supporting the business planning process for commercial, cost recovery, strategic or collaborative activities.

This includes establishing and monitoring standard reporting arrangements for new and existing University commercial activities to ensure compliance with relevant accounting standards, industry guidelines, and legislative requirements.

Principal Responsibilities

- Supporting activity owners / champions in developing business concepts into business plans
- Prepare cost/benefit analysis on business activities, including: purchasing of equipment; outsourcing and sub-contracting; and utilisation of existing resources.
- Identifying, reinforcing and improving business practices and processes to add value to the University as a whole and align with University policy and statutory requirements
- Contribute to the development of University policy documentation for contract arrangements and commercial activities.
- Oversight of the University Capital Expenditure Plan, including post investment review of significant projects.
- Engage with budget managers and communicate financial matters clearly to assist to build financial capability with non-finance managers, including:
 - Key financial analysis and risk assessment of accounting results, key variances, trends and emerging issues, with clear communication of issues and recommendations
- Establishing rigor and best practices in documentation quality and consistency across business activities.
- Other duties appropriate to the classification as required.

Physical Capabilities

The incumbent may be required to:

- Work in other environments beyond the school such as other campuses as well as possible car and air travel. It will include work with a diverse range of staff, students and community members.
- On occasion drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at <https://policy.csu.edu.au/document/view-current.php?id=184>.

Selection Criteria

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

Essential

- A. A degree with substantial extension of the theories and principles, normally with at least 4 years' relevant graduate experience; or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- B. Demonstrated experience in preparing, analysing and presenting timely and accurate, high level management reports, including demonstrated skills and experience in writing complex financial reports and business documents using advanced information technology (IT) and Excel skills
- C. Strong interpersonal and communication skills including the ability to effectively share ideas, thoughts and information with a diverse range of stakeholders, and to influence others to achieve common goals.
- D. Confidence in challenging the status quo to determine and incorporate new approaches towards developing and managing change in the University environment.

Attachment (i)

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: <http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards>.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies; and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found on the CSU website <http://www.csu.edu.au/division/hr/>.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: <https://www.csu.edu.au/about/policy>.

The following links are listed from [CSU Policy Library](#) on relevant specific policies:

- [Code of Conduct](#)
- [Staff Generic Responsibilities Policy](#)
- [Delegations and Authorisations Policy](#)
- [Outside Professional Activities Policy](#)
- [Intellectual Property Policy](#)