



**Australian  
National  
University**

## Position Description

<b>College/Division</b>	Finance & Business Services
<b>Faculty/School/Centre:</b>	
<b>Department/Unit:</b>	Financial Shared Services (FSS)
<b>Position Title:</b>	Finance Officer
<b>Classification:</b>	ANU Officer Grade 5 (Administration)
<b>Position No:</b>	
<b>Responsible to:</b>	FSS Team Leader
<b>Number of positions that report to this role:</b>	1-6
<b>Delegation(s) Assigned:</b>	Nil

### PURPOSE STATEMENT

The Finance Officer provides high quality finance support, contributing to the efficient and effective financial transactions of the ANU through timely advice and assistance on a wide range of finance-related matters.

### KEY ACCOUNTABILITY AREAS

#### Position Dimension & Relationships:

The Finance Officer works closely with the other members of the Financial Shared Services team and with finance practitioners across campus, liaising with and providing high quality advice and service to stakeholders. The Finance Officer is responsible for the provision of day-to-day financial administration and accounting support, ensuring data accuracy and integrity and timely escalation of more complex aspects to the relevant team members.

#### Role Statement:

Under general direction, the Finance Officer will:

1. Provide high quality support for operational aspects to meet Service Level Agreements such as:
  - Processing financial transactions including complex journal entries and accounts payable and receivable matters.
  - Ledger maintenance including generic reconciliations, preparation of annual financial statements and reviewing of financial transactions.
  - Conducting regular outstanding debtor checks and follow up escalated debt management issues and debt collection.
  - Updating the asset register with asset additions, amendments and deletions as required.
  - Undertaking system approvals in accordance with the University's delegations framework.
  - Coordinating financial processes, monitoring the integrity and accuracy of financial data and resolving data integrity issues.
  - Reviewing financial documentation for accuracy, completeness and compliance.
2. Assist with the management of the incoming and outgoing written correspondence and phone calls and provide accurate advice, escalating more complex enquiries as required.

3. Review key performance indicators and identify areas to improve service levels. Undertake supervisory responsibility of team members as required.
4. Provide training to team members as required.
5. Assist with the implementation and roll-out of various local or University-wide finance-related projects, providing timely and high quality support.
6. Liaise with colleagues across campus and provide financial advice as required.
7. Actively participate in the continuous improvement of financial processes and quality service delivery.
8. Comply with ANU policies and procedures and current legislation, in particular those relating to work health and safety and equal opportunity.
9. Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multitasking.

## **SELECTION CRITERIA**

1. Demonstrated experience in a financial operations role in a complex environment or an equivalent combination of relevant experience and education/ training.
2. Sound knowledge of and interest in contemporary financial management practices, including the ability to interpret and apply policies, procedures and legislative requirements.
3. Demonstrated high level customer service and effective communication skills with an ability to consult and liaise effectively with a wide range of stakeholders in a culturally diverse environment.
4. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high quality outcomes.
5. Demonstrated skills using the MS Office suite, in particular Excel. Experience using TM1 or an equivalent planning and reporting system would be an advantage.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

**References:** [Professional Staff Classification Descriptors](#)