

Position Description – Finance Support Officer, Rural and Remote Health

Updated 17 October 2024

POSITION DETAILS	
College/Portfolio	College Medicine and Public Health
Organisational Unit	Discipline of Rural and Remote Health
Supervisor (Title)	Senior Financial Analyst
Classification	Higher Education Officer Level 4
Employment Type	Fixed-term, full-time

POSITION SUMMARY
<p>Under routine to general direction, the Finance Support Officer, Rural and Remote Health will provide administrative and financial support for the discipline of Rural and Remote Health (RRH).</p> <p>The position will be accountable for processing financial transactions, liaising with stakeholders, answering queries, providing reporting services and any other associated duties in relation to the Finance functions of the discipline.</p> <p>The position is based at Darwin and the incumbent will be required to live within that footprint.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence, and the underlying ethos of being Student Centred; contribute to the efficient and effective functioning of the team or work unit to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members, if required, and undertaking other key responsibilities or activities as directed by one's supervisor; promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity and advance the Reconciliation Action Plan (RAP); perform their responsibilities in a manner which reflects and responds to continuous improvement; and familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>Northern Territory Government legislation (the Care and Protection of Children Act 2007) now requires all individuals in child related employment or whose duties involve, or are likely to involve, contact with a child, to hold a valid 'Working with Children Clearance' (Ochre Card). This position involves child related work and is assessed as requiring a Working with Children Clearance/Ochre Card.</i></p> <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>Staff working in a health care setting are required to be fully vaccinated against COVID in line with the NT Health policy.</i></p>

KEY POSITION RESPONSIBILITIES

The Finance Support Officer will be accountable for:

- Undertaking a range of administrative tasks to support finance functions of the discipline.
- Liaising with range of internal and external stakeholders in relation to matters arising from invoice and general queries promptly and professionally and escalating any unknown issues appropriately.
- Assisting the Senior Financial Analyst in the preparation for the end of month reports, journal preparation, budget preparation and forecast, financial statements/acquittals and ad hoc reporting
- Assisting with invoice and payment analysis, ensuring legitimacy of Tax invoice's, Student Payments and Employee Reimbursements and adherence to Flinders University's Policies and Procedures.
- Assisting in preparing Purchase orders as needed.
- Coding invoices in the P2P (Purchase to Pay) system, Basware, ensuring appropriate approvals and supporting information is obtained for all transactions and familiarity of Flinders University's Financial Expense Delegations and Contractual Delegations.
- Oversight of rental property payments and assist with renewal/new Residential Tenancy Agreements.
- Supporting the Senior Financial Analyst with maintaining Project & Cost codes.
- Providing assistance in developing and maintaining a register of contracts with timelines of financial reporting and milestones.
- Assisting in preparing and processing journals for rural and remote activities as required.
- Providing routine advice and customer service to internal and external stakeholders and customers.
- Continuously improving processes and procedures and maintaining associated documentation.
- Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Completion of a diploma level qualification with relevant financial administrative support experience or, an equivalent combination of relevant financial administrative support experience and/or education/training.
- Ability to work across large financial systems.
- Effective interpersonal skills with demonstrated ability to develop positive and effective working relationships with both internal and external stakeholders at all levels.
- Effective organizational skills with the ability to prioritize and meet deadlines in a complex and busy environment.
- Effective oral and written communication skills, including the ability to produce quality reports and correspondence, process financial transactions and monitor payments through Basware.
- Computer literacy including demonstrated knowledge of Microsoft Office applications, in particular Word, Excel, Teams and Outlook, with the ability to learn and adapt quickly to new technologies and applications.
- Proven knowledge and experience with computerized Finance Systems including Technology One and Basware.
- Ability to exercise judgement and well-developed problem-solving skills including taking initiative.
- Experience/Knowledge of Australian Higher Education Sector (Desirable)