

POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Finance Assistant Level: 3/4
Faculty/Division: Science, Medicine & Health Department/Location: Faculty Finance Office

Primary purpose of the position:

This position is part of the Faculty Finance and Purchasing Unit. Its focus is on processing of payments, cash handling, record management and general financial support. The role also acts as relief to the Administrative Officer and other Finance Assistant positions as required.

Position Environment: (Optional)

The Faculty of Science Medicine and Health is one of the largest Faculties within the University of Wollongong and incorporates schools of Biological sciences, Chemistry, Earth and Environmental sciences, Nursing and a School of Medicine incorporating Exercise and medical Science, Nutrition and Dietetics as well as a Graduate School of Medicine. The position is part of the Faculty Finance and Purchasing Unit with the Faculty of Science Medicine and Health and plays an integral part in the delivery of accounting functions on behalf of the Faculty.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Process payments via the financial information system ensuring adherence to University policy and accuracy of account coding. Undertake creditor account reconciliations and general ledger reconciliations. Data entry in respect to general ledger transfer. Attend to routine financial enquiries from Faculty staff	40%	<input checked="" type="checkbox"/>
2. Maintain and file transactional accounting records for the Faculty including scanning of documentation using imaging software	15%	<input type="checkbox"/>
3. Liaise with Financial Services and suppliers regarding maintaining and updating the Supplier Address Book, creditor payments, general ledger account codes and problems	15%	<input checked="" type="checkbox"/>
4. Monitor ledger transactions, initiate corrective action and prepare financial reports on nominated accounts and ad-hoc requests	10%	<input checked="" type="checkbox"/>
5. Undertake the role of Custodian of the Faculty Petty Cash float involving the issue of petty cash to staff and the periodic recoupment of the float	5%	<input checked="" type="checkbox"/>
6. Prepare cash/cheque receipting, banking and requests to raise invoices for the faculty	5%	<input checked="" type="checkbox"/>
7. Collate, check and submit to Finance the monthly Corporate Purchasing Card Statements of all Faculty Cardholders and follow up on overdue	5%	<input checked="" type="checkbox"/>

reconciliations as required		
8. Act as relief to the Administrative Officer and other Finance Assistants as required. Provide support to Faculty Office staff and perform other duties as required	5%	
9. Observe principles and practices of Equal Employment Opportunity	Ongoing	
10. Have OH&S responsibilities, accountabilities and authorities as outlined in the OHS Roles and Responsibilities Document	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

Reporting Relationships:

Position Reports to: Business Manager

The position supervises the following positions: Nil

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Broad knowledge of financial and administrative functions in a contemporary workplace

Skills:

- Computer literacy including the ability to use databases, financial software and Microsoft Office suite
- Good computer skills including use of financial systems, databases and experience in using Microsoft Excel and Word
- Good oral, written and interpersonal communication skills, especially with people from diverse cultural backgrounds
- Effective time management skills

SELECTION CRITERIA - Education and Experience:

- Accounting Diploma or equivalent education and experience in an accounting/finance environment
- Experience working both individually and as a member of a team
- Demonstrated experience in liaising with staff at all levels
- Demonstrated experience working in a high volume environment

Personal Attributes:

- Enjoy working as part of a team
- Possess excellent interpersonal skills
- Be willing to learn by reflecting on experiences and learning from such experience
- Be eager to take on challenges
- Be customer focussed

Special Job Requirements:

Nil

Organisational Chart:

Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____