

## POSITION DESCRIPTION – Professional Services Staff For levels 6/7 and above

Position Title: Performance & Finance Officer Level: 6/7  
Faculty/Division: Law, Humanities and the Arts Department/Location: Faculty Finance Unit

### Primary purpose of the position:

The Faculty of Law, Humanities and the Arts aims to become one of the University of Wollongong's biggest contributors to UOW's attainment of ranking in the top 1% of universities worldwide. Therefore, the Faculty has a strong commitment to providing high quality services for both staff and students.

This position will provide direct support to the Management Accountant for establishment of the faculty's resource and data systems, processes and excellence in customer service delivery. The position will be critical in supporting effective business solutions for efficient work practices across the Faculty and within the Finance and Facilities Unit. Importantly the position will be responsible for successful information flow that enables effective decision making by the Faculty Executive.

### Position Environment:

The Faculty of Law, Humanities and the Arts is one of five newly formed faculties' at UOW with a strong reputation across disciplines in research and teaching and learning. Our reputation is reflected in the demand for the our courses in Australia (Wollongong; Sydney; South Coast and Southern Highland campuses and education centres) and off-shore (Dubai and South-East Asian institutions) The faculty has significant local, national and international research linkages that contribute strongly to a robust research profile.

The Faculty Finance Unit liaises closely with the University Financial Services Division and Strategic Marketing and Planning, to provide financial and reporting services for the Faculty, ensuring data integrity and compliance with University policy. Quality assurance in terms of accountability, reliability, consistency and responsibility are essential in the delivery of all processes and services. The Finance Unit also coordinates the facility requirements of the Faculty ensuring resources are provided as approved.

### Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time	Office Use Only
1.	<p>Proactively assist the Management Accountant and Faculty Executive to co-ordinate:</p> <ul style="list-style-type: none"> <li>• Manage scheduled University data and expenditure reports against KPIs for Faculty Executive, Heads of School and other key stakeholders.</li> <li>• Co-ordinate and provide UOW data reports for models, proposals, business cases and initiatives as required.</li> <li>• Work with Finance team and stakeholders on implementation of plans related to audit outcomes, administrative efficiencies business</li> </ul>	<p>Improved decision making and internal resource allocation.</p> <p>Reports, analysis and advice provided.</p> <p>Consistency and compliance with policy and processes.</p>	40%	<input type="checkbox"/>

Responsibilities		Outcome	Percentage of Time	Office Use Only
	<p>continuity information and risk management.</p> <ul style="list-style-type: none"> <li>• Faculty finance, travel and facilities' processes and systems ensuring administrative efficiencies and effective reporting capacity</li> <li>• Team standards for excellence in customer service</li> <li>• Finance team implementation of plans related to audit outcomes, administrative efficiencies, reporting and risk management.</li> </ul>			
2.	<p>Supporting the Management Accountant and Faculty Executive, by:</p> <ul style="list-style-type: none"> <li>• Analysing reports for data anomalies and trends</li> <li>• Analysing reports for expenditure anomalies and business performance improvements and financial enhancement opportunities.</li> <li>• Develop and implement systems and processes to manage and continually improve data integrity, facilities and business systems utilising a quality management framework.</li> <li>• Gathering, preparing and maintaining information required for Faculty's budget and forecasts.</li> <li>• Co-ordinate support and assistance in the development of teaching, international and research grant budgets for Faculty.</li> <li>• Co-ordinate provision of advisory service to Faculty Executive, Heads of School and other key stakeholders in the maintenance of budgets and related policy and procedure compliance.</li> </ul>	Accuracy and integrity of financial results through high quality analysis.	30%	
3.	<p>Review business processes within the Faculty to identify opportunities for improvement including opportunities for technology and resource utilisation in an efficient and effective manner.</p> <p>Support the Management Accountant and central administrative divisions to ensure application of, and compliance with, relevant policies and procedures for Finance team and throughout the Faculty.</p>	Consistency and compliance with policy and processes.	20%	
4.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters. In consultation with the Management Accountant lead the team within the Finance and Facilities unit	To foster direct relationships with staff and enhance engagement with the organisation.	10%	
5.	Manage special projects as requested by the Management Accountant and Executive Manager and manage ongoing improvements.	Improve decision making for resource allocation.	Ongoing	
6.	Observe principles and practices of Equal Employment Opportunity.	To ensure fair treatment in the workplace.	Ongoing	
7.	<p>Have WH&amp;S responsibilities, accountabilities and authorities as outlined in the document.</p> <p><a href="http://staff.uow.edu.au/ohs/commitment/responsibilities/">http://staff.uow.edu.au/ohs/commitment/responsibilities/</a></p>	To ensure a safe working environment for self & others.	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:	Management Accountant
The position supervises the following positions:	Two Level 5 officers and Level ¾ admin assistant for daily operations
Other key contacts:	Executive Dean Executive Manager Associate Deans Heads of School Strategic Planning UOW Financial Services Division Strategic Marketing and Planning Division Faculty Marketing and Recruitment team School Administrative Managers Academic Staff Faculty Finance Officers Research services

## Key Relationships:

### Contact/Organisation:

Heads of School  
Financial Services Division

Planning Services  
Finance Officers

### Purpose & Frequency of contact

Regularly, reporting and liaison  
Financial management – daily

Data management and reporting-regularly  
Financial management - monthly

## Key Challenges:

1. Assist in review and analysis of data, business systems and processes and support change management with team and stakeholders.
2. Leading and managing relationships in a complex environment.
3. Adapting quickly and positively to changes in policy, processes and practices.
4. Assist in management of financial services staff, resources and projects within budget and time constraints in order to maintain strong budget control for the Faculty on behalf of the University.

## **SELECTION CRITERIA - Knowledge & Skills:**

### Essential:

- Highly developed written and oral communication and interpersonal skills including the ability to negotiate complex environments and communicate with tact and diplomacy.
- Demonstrated ability to interpret and develop policy and strategic frameworks and deliver customer orientated solutions.
- Analytical and problem solving skills including the ability to analyse data, formulate, document, communicate based on sound analysis.
- Demonstrated experience in performance monitoring and review to improve business performance.
- Proficient computer literacy skills, particularly with Microsoft Office suite and experience using enterprise level financial systems.
- Demonstrated ability to lead and create harmonious work environments.
- Extensive experience working within a financial services environment.
- Sound understanding of the principles of ethics, equity and diversity.

### Desirable:

- Knowledge of higher education provider performance and financial arrangements.

## **SELECTION CRITERIA - Education & Experience:**

### Essential:

- Degree qualification in information management or accounting related discipline and/or demonstrated significant work experience relevant to this position.

### Desirable:

- Possession of or willingness to undertake further training.

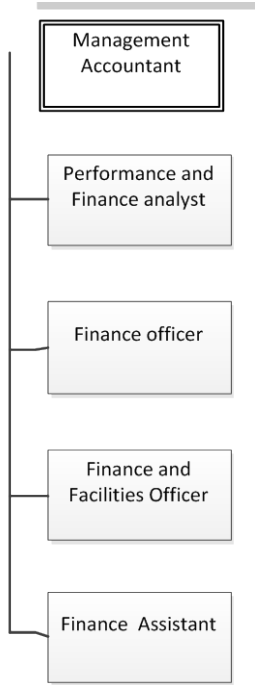
## **Personal Attributes:**

- High level of accuracy and attention to detail.
- Ability to influence in order to instigate change.
- High degree of motivation, innovation, responsibility, initiative.
- Demonstrated ability to exercise independent judgment.
- Attention to detail.

## **Special Job Requirements:**

- Ability to work flexible hours, including evenings and some weekends
- Ability to travel.

## Organisational Chart:



## Approval:

Approved by Executive Dean: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Executive Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_