

## POSITION DESCRIPTION – Professional Services Staff For levels 1 to 5

Position Title: Travel Administrative Assistant Level: 3/4  
Faculty/Division: Business Department: Finance Unit

### Primary purpose of the position:

The Finance Officer is responsible for assisting the Faculty Finance Management Accountant in the daily financial operations of the Faculty in terms of managing the travel process in conjunction with and University and Faculty policy.

### Position Environment:

The University has commenced a strategic transition which includes a commitment to a financial framework which creates a sustainable institution and a requirement to continue to transform systems and business processes to deliver its purpose. A comprehensive finance strategy has been developed and in 2014 a significant upgrade to the current budget model will be implemented. This will result in Faculties moving to a new business model which will mandate an appropriate contribution margin towards the achievement of overall University strategy. This position will play a key role in assisting in the delivery of the business model changes envisaged and will work closely with the University Financial Services Division to operationalise and aid comprehension within the Faculty of the new funding arrangements.

The Travel Administrative Assistant will report to Faculty Finance Management Accountant and will have a close working relationship with the Faculty Finance Team.

### Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Travel Coordination and Processing – includes but is not limited to, Liaising with staff on travel requirements and advising on University policy; Obtain quotes matching to budget and grant conditions; Ensuring approval is appropriate and paperwork is complete; Book flights, accommodation, conference registration, etc.	70%	
2. Record management of all documents scanning to the appropriate systems and disposing of records appropriately	10%	
3. Assist the FMA with any ad-hoc requests that support the Finance Unit and more broadly, the Faculty of Business.	10%	
4. Assist the Assistant Finance Officer with eprocurement processing or other appropriate finance tasks as required.	10%	
6. Observe principles and practices of Equal Employment Opportunity	Ongoing	
7. Have WHS responsibilities, accountabilities and authorities as outlined in the WHS Roles and Responsibilities document.	Ongoing	
8. Contribute towards the development of quality assurance, systems and processes to improve operations or procedural issues when they arise.	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: Faculty Management Accountant

The position supervises the following positions: Nil

## Knowledge & Skills:

Essential:

- Experience in organising and booking travel arrangements
- Proficient computer literacy across the Microsoft Office suite of applications, particularly with in relation to Microsoft Excel
- High level of accuracy with a strong attention to detail
- Demonstrated commitment to high level customer service.
- Task orientation and ability to meet unexpected workflow demands and strict deadlines
- Excellent interpersonal, oral, and written communication skills
- Ability to prioritise work and multi task to meet deadlines

## Education and Experience:

Essential:

- Relevant tertiary qualifications and/or equivalent industry experience

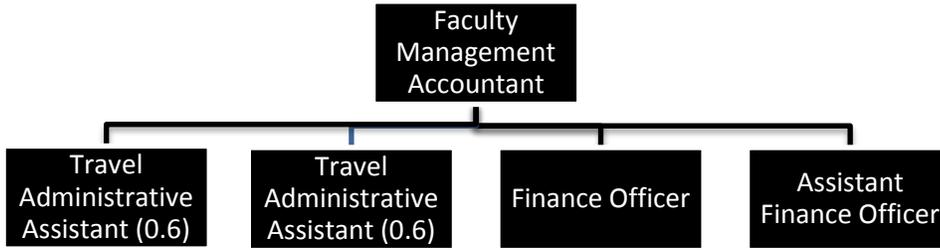
Desirable

- Experience within the travel industry
- Experience in university travel

## Personal Attributes:

- Commitment to customer service and quality outcomes
- Ability to work as part of a small team, in a highly productive environment
- Ability to be self-motivated to ensure completion of tasks within specified timeframes
- Ability to use initiative to take tasks to completion
- High level of accuracy and attention to detail

**Organisational Chart:**



**Approval:**

Approval by Head of Unit: \_\_\_\_\_

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

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

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