

Position Title:	Reimbursements Compliance Officer	Position Number: 00013135		Faculty/Division: Services and Resources			
Classification:	HEO4	No. Direct Reports & Highest Classified Position: nil		School/Branch: Financial Services			
FTE : 1.0	Reports to: Manager, Financial Operations	Fixed	Continuing 🖂	Discipline/Unit: Financial Operations			
Position Summary:	Financial Services provides strategic financial management, reporting and transaction support services to the University to enable achievement of the University's teaching and research goals. The Branch is responsible for oversight of the University's \$700M annual operating budget, \$100M capital budget and \$1.0B asset base. The Reimbursements Officer is responsible for processing staff payments and student payments through the Accounts Payable system in accordance with University policies and procedures. The position provides support to the Team Leader Financial Operations and back up for the Accounts Payable end-to-end process.						
Position Characteristics:	Scope	ned within the Division of Services & pproximately 3,500 staff.					
	Working under general direction, the Accounts Payable Officer is for processing payment transactions on behalf of the Faculties and the University.						
	Significant internal/external relationships	• Team Leader Financial Operations					
	Financial Services staff						
		Managers					
		Student Support StaffUniversity Vendors					
		l University Vendors					
	Special conditions		Reasonable workplace adjustments will be made for people with a disability. Out of hours work may be required.				
	Delegations Nil						



Key Responsibilities and Outcomes	1	Process and review registered vouchers	In line with the University Reimbursement policies and procedures O Process vouchers Control and manage the types of reimbursements submitted by university staff. Escalate non-conformance of Reimbursements Collate data of non-conformance on paid vouchers and provide feedback via the Finance Faculty Managers network. Review vouchers pending payment for compliance, place vouchers on hold in the event a non-conformance is identified and provide feedback of corrective action to the voucher initiator. Ensure payments are made in a timely and accurate manner Answer queries in relation to these payment types Raise any issues relating to these payment types with staff in Faculties / Divisions and follow through to issue resolution
	3	Prepare documents for weekly payment runs	Advance, maintain, reimburse, monitor and reconcile petty cash held throughout the University in accordance with established guidelines/procedures Ensure payments are appropriately reconciled and authorised for payment. Answer queries in relation to these payment types and liaise with the relevant Faculty/Divisional Finance Officers & Manager Raise any issues relating to these payment types with staff in Faculties / Divisions and follow through to issue resolution Initiate the weekly production of system cheques, electronic funds transfers, International Money Transfers in accordance with established procedures. Prepare supporting documentation for weekly payment runs to facilitate sign off by delegated approval officers in accordance with established templates Notify the Treasury Manager in advance of foreign currency funds being required to facilitate the availability of funds at the time of payment.



4	Provide Customer Service	 Back up Accounts Payable Officer including: Ensure vendor statements are reconciled in order to identify invoices that have not been processed by Faculties and Divisions in accordance with established procedures. Reconcile supplier statements and follow up overdue amounts with suppliers and Faculties/Divisions in accordance with established procedures. Provide support to Faculties and Divisions in relation to queries associated with the Accounts Payable function i.e. Answer queries from University staff and suppliers concerning the payment of vouchers. Refer items of a complex or non-standard nature to the Team Leader, Financial Operations. Respond to enquiries from University staff and Vendors concerning the payment of invoices Action requested/applicable Exception reports Resolve bank reconciliation items 	
5	Provide Emergency Backfill for Compliance Officer	 Undertake a system based vendor approval role and ensure the University Vendor and Customer Master Files are maintained in accordance with University policies and procedures. Ensure appropriate supporting documentation including approvals are provided for additions, amendments and inactivation's of Vendor and Customer Master data in accordance with established guidelines and procedures. 	ty's



	Capabilities and Behaviours	Service Focus	 Responds promptly to the needs of the client even when under pressure Maintains clear and appropriate communications with the client Demonstrates active listening and questioning skills to identify client needs are issues 		
		Communication	 Speaks clearly and respectfully in a confident manner Co-operates with others, shares relevant information and seeks information from others as required 		
		Teamwork	 Encourages cooperation and collaboration Works effectively in a team environment Relates well to other team members 		
Criteria		Relationship Building	 Responds to colleagues in a timely and courteous manner Is approachable and receptive to others Actively works to develop and maintain effective working relationships with others 		
		Continuous Learning	 Contributes ideas towards continuous improvement of processes and services Displays an interest and enthusiasm for the field of work 		
	Knowledge and Experience	 Basic understanding of accounting / bookkeeping principles Knowledge of University policy and practices Sound keyboard skills Have good communication skills Be familiar with the Microsoft Office suite of tools such as Word and Excel 			
	Qualifications	Basic accounting / bookkeeping Certificate (or equivalent education and / or experience is desirable)			



Occupational Health, Safety and Requirements	Welfare	All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.			
University Expectations		 All staff are expected to: Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities an performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; Perform their responsibilities in a manner which reflects wand responds to continuous improvement; and Familiarise themselves and comply with the University's Occupational Health and Safety, Equity and Diversity and other relevant University Policies and procedures. 			
Approvals:	Head of Sc	hool / Branch Manager	Director Human Resources		
Head of School / Branch	Name:		Name:		
Manager	Signature:		Signature:		
	Date:		Date:		
Acknowledgement of Incumbent	I have read and understood the requirements of the position Name:(please print) Signature: Date:				