

REIMBURSEMENTS COMPLIANCE OFFICER  
POSITION DESCRIPTION

<b>Position Title:</b>	Reimbursements Compliance Officer	<b>Position Number:</b> 00013135	<b>Faculty/Division:</b> Services and Resources
<b>Classification:</b>	HEO4	<b>No. Direct Reports &amp; Highest Classified Position:</b> nil	<b>School/Branch:</b> Financial Services
<b>FTE:</b> 1.0	<b>Reports to:</b> Manager, Financial Operations	<b>Fixed</b> <input type="checkbox"/> <b>Continuing</b> <input checked="" type="checkbox"/>	<b>Discipline/Unit:</b> Financial Operations
<b>Position Summary:</b>	<p>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.</p> <p>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.</p>		
<b>Position Characteristics:</b>	<b>Scope</b>	<p>The Financial Services Branch is contained within the Division of Services &amp; Resources and serves a client base of approximately 3,500 staff.</p> <p>Working under general direction, the Accounts Payable Officer is responsible for processing payment transactions on behalf of the Faculties and Divisions of the University.</p>	
	<b>Significant internal/external relationships</b>	<ul style="list-style-type: none"> <li>• Team Leader Financial Operations</li> <li>• Financial Services staff</li> <li>• Faculty / Divisional Finance Officers / Managers</li> <li>• Student Support Staff</li> <li>• University Vendors</li> <li>• External University Vendors</li> </ul>	
	<b>Special conditions</b>	<p>Reasonable workplace adjustments will be made for people with a disability.</p> <p>Out of hours work may be required.</p>	
	<b>Delegations</b>	<p>Nil</p>	

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<b>Key Responsibilities and Outcomes</b>	1	Process and review registered vouchers	<ul style="list-style-type: none"> <li>▪ In line with the University Reimbursement policies and procedures               <ul style="list-style-type: none"> <li>○ Process vouchers</li> <li>○ Control and manage the types of reimbursements submitted by university staff.</li> <li>○ Escalate non-conformance of Reimbursements</li> <li>○ Collate data of non-conformance on paid vouchers and provide feedback via the Finance Faculty Managers network.</li> <li>○ 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.</li> <li>○ Ensure payments are made in a timely and accurate manner</li> </ul> </li> <li>▪ Answer queries in relation to these payment types</li> <li>▪ Raise any issues relating to these payment types with staff in Faculties / Divisions and follow through to issue resolution</li> </ul>
	2	Petty Cash	<ul style="list-style-type: none"> <li>▪ Advance , maintain, reimburse, monitor and reconcile petty cash held throughout the University in accordance with established guidelines/procedures</li> <li>▪ Ensure payments are appropriately reconciled and authorised for payment.</li> <li>▪ Answer queries in relation to these payment types and liaise with the relevant Faculty/Divisional Finance Officers &amp; Manager</li> <li>▪ Raise any issues relating to these payment types with staff in Faculties / Divisions and follow through to issue resolution</li> </ul>
	3	Prepare documents for weekly payment runs	<ul style="list-style-type: none"> <li>▪ Initiate the weekly production of system cheques, electronic funds transfers, International Money Transfers in accordance with established procedures.</li> <li>▪ Prepare supporting documentation for weekly payment runs to facilitate sign off by delegated approval officers in accordance with established templates</li> <li>▪ Notify the Treasury Manager in advance of foreign currency funds being required to facilitate the availability of funds at the time of payment.</li> </ul>

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	4	Provide Customer Service	<ul style="list-style-type: none"> <li>▪ Back up Accounts Payable Officer including:             <ul style="list-style-type: none"> <li>▪ Ensure vendor statements are reconciled in order to identify invoices that have not been processed by Faculties and Divisions in accordance with established procedures.</li> <li>▪ Reconcile supplier statements and follow up overdue amounts with suppliers and Faculties/Divisions in accordance with established procedures.</li> <li>▪ 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.</li> <li>▪ Refer items of a complex or non-standard nature to the Team Leader, Financial Operations.</li> <li>▪ Respond to enquiries from University staff and Vendors concerning the payment of invoices</li> <li>▪ Action requested/applicable Exception reports</li> <li>▪ Resolve bank reconciliation items</li> </ul> </li> </ul>
	5	Provide Emergency Backfill for Compliance Officer	<ul style="list-style-type: none"> <li>▪ Undertake a system based vendor approval role and ensure the University's Vendor and Customer Master Files are maintained in accordance with University policies and procedures.</li> <li>▪ 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 .</li> </ul>

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<b>Criteria</b>	<b>Capabilities and Behaviours</b>	Service Focus	<ul style="list-style-type: none"> <li>• Responds promptly to the needs of the client even when under pressure</li> <li>• Maintains clear and appropriate communications with the client</li> <li>• Demonstrates active listening and questioning skills to identify client needs and issues</li> </ul>
		Communication	<ul style="list-style-type: none"> <li>• Speaks clearly and respectfully in a confident manner</li> <li>• Co-operates with others, shares relevant information and seeks information from others as required</li> </ul>
		Teamwork	<ul style="list-style-type: none"> <li>• Encourages cooperation and collaboration</li> <li>• Works effectively in a team environment</li> <li>• Relates well to other team members</li> </ul>
		Relationship Building	<ul style="list-style-type: none"> <li>• Responds to colleagues in a timely and courteous manner</li> <li>• Is approachable and receptive to others</li> <li>• Actively works to develop and maintain effective working relationships with others</li> </ul>
		Continuous Learning	<ul style="list-style-type: none"> <li>• Contributes ideas towards continuous improvement of processes and services</li> <li>• Displays an interest and enthusiasm for the field of work</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>▪ Basic understanding of accounting / bookkeeping principles</li> <li>▪ Knowledge of University policy and practices</li> <li>▪ Sound keyboard skills</li> <li>▪ Have good communication skills</li> <li>▪ Be familiar with the Microsoft Office suite of tools such as Word and Excel</li> </ul>	
	<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Basic accounting / bookkeeping Certificate (or equivalent education and / or experience is desirable)</li> </ul>	

