

Position Description

24 May 2021

gsa.unimelb.edu.au

Position Description

Finance & Administration Officer

FTE: 0.8 FTE, Fixed Term (2-Year), Part time employee

Level: 3.1

Created: May 2021

Reports to: Manager Business Operations/Finance

Level of supervision: Routine supervision. May undertake stand-alone work

Position purpose

The Finance and Administration Officer is responsible for providing effective and efficient financial and administrative services to support GSA's operations. The role will also require administrative support to assist in compliance, quality management, asset management and building/facilities management.

Main tasks

- Responsible for entering financial and administrative data into our systems. This includes working with Microsoft Excel Spreadsheets and smartsheets.
- Assist with the maintaining of records by scanning documents, archiving of old data in line with privacy legislation and accounting principles and appropriate destruction of data.
- Monitor and process funding requests and applications from Grad Groups
- Assist in ensuring that all financial and operational policies and procedures are up to date, accurate and always adhered to.
- Assist in audit requirements and responsibilities, including working with external auditors and resolving any issues that may be identified and reported
- Manage Invoicing, debtor management, supplier payments, accounts payable, process employee/council reimbursements and credit card reconciliations.
- Responsible for maintaining GSA's fixed asset and attractive items register.
- Maintain correct record keeping and filing for all agreements, contracts, supplier records, stakeholders' lists, and membership database.
- Assist in the development, implementation and maintenance of appropriate risk, compliance and quality management policies and practices to minimise GSA exposure to risk.
- Responsible for liaising with facilities team to ensure the appropriate building/facilities strategy is in place and all facility related issues are addressed on time.
- Other administration tasks to support MBOF with the role.

Other duties

- Contribute to team discussions and projects
- Undertake filing, data entry, and maintenance of digital files and records
- Any other duties as directed by the Manager Business Operations/Finance

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Judgement and problem solving

Solve routine problems under supervision and perform tasks which require proficiency in the work area's rules with broader organisational knowledge.

Key Selection Criteria

Essential Criteria

- Bachelor's degree/Diploma or Certificate 1V in Business Administration/Finance or equivalent.
- At least 2 years' experience in a similar role.
- Ability to work autonomously, effectively managing own workload without continuous guidance.
- Attention to detail and good time management and self-organisation skills
- Knowledge and understanding of business process and administration.
- Good verbal and written communication skills
- Knowledge of Microsoft Office
- Strong ethics and reliability

Desirable criteria

- Previous finance/administration work experience in non-profit sector will be advantageous
- Proficiency with Microsoft Suit

***Please note:** This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. If requested by management or necessitated by the ongoing development of this role, and wherever reasonable, you will be expected to perform other tasks that are related to this specific position description only.*

Acknowledgement

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY

.....
Employee

.....
Date



Finance & Administration Officer

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**SIGNED ON BEHALF OF THE
ASSOCIATION**

.....
Manager

.....
Date