POSITION SUMMARY
The Assistant Finance Officer is responsible for providing high quality accounting and administrative support services for UNSW Foundation.

ORGANISATIONAL ENVIRONMENT
The Division of Advancement consists of the Office of the Vice-President Advancement, the Development and Alumni and Community Engagement teams (UNSW Foundation), the Media Office and Marketing Services teams (Marketing and Communications) and UNSWTV (Digital Media Services).

The UNSW Foundation aims to advance UNSW's philanthropic, financial and reputational capital among stakeholders nationally and internationally. The Foundation is responsible for building internal and external relationships that foster philanthropic giving and alumni relations in support of the University's highest academic priorities.

Statistics
UNSW
number of alumni Approximately 260,000
staff Approximately 6,600
students Approximately 50,000

Division of Advancement staff (total): 80 staff

Reporting Relationships
Supervisor’s title: Senior Accountant, Division of Advancement
Other positions reporting to the supervisor: Financial Services Officer, Assistant Finance Officer

Positions reporting to this position: N/A.

Other relationships:
- Development and Alumni and Community Engagement teams within the UNSW Foundation
- Development staff based in other Faculties and Divisions
- Donors and alumni
- Other staff from the Division of Advancement
- Faculty based academic and professional staff

**KEY DUTIES & RESPONSIBILITIES**
- Prepare L20 receipts for depositing donations and sponsorship to treasury office on a daily basis
- Record donations and other income and issue receipts on a timely basis using the Raiser’s Edge Database.
- Record and change pledge schedules in Raiser’s edge database
- Liaise with the development staff across faculties to ensure timely receipting of donations
- Add or update constituent records in the Raiser’s Edge database
- Prepare and send pledge and overdue reminders and tax invoices to donors as requested by development staff and maintain invoice register
- Create new projects in NS Financial system and in Raiser’s edge database. Maintain the Project register and update trim file information
- Raise purchase orders and receipt of goods and services
- Reconcile all credit/purchase card expenditure (NSS)
- Prepare and send Prize renewal forms and letters to donors
- Provide backup administrative support as required
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

**SELECTION CRITERIA**
- Relevant tertiary qualifications and/or an equivalent level of relevant work experience.
- Demonstrated experience in accounts payable and credit card reconciliations.
- Demonstrated experience in data processing; batching; banking and receipting of income.
- Ability to demonstrate excellent attention to detail while undertaking high volume data entry activities.
- Excellent communication skills including a proven ability to communicate effectively with people from diverse backgrounds at all levels of the organisation.
• Proven ability to prioritise tasks effectively, meet deadlines, operate within established parameters and consistently produce quality output in a dynamic environment with competing priorities and short deadlines.

• A demonstrated capacity and willingness to work as a member of a proactive team dedicated to the delivery of quality services to its client base.

• Well-developed computer skills.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.