A. JOB PURPOSE

To provide day-to-day financial support within the Finance Team to the Faculty of the Built Environment (Faculty) in accordance with the Faculty’s strategic direction and operational plans and to assist in the delivery of high quality financial and management accounting services to the Faculty’s stakeholders.

B. DUTIES

- Responsible for raising Purchase Orders, paying invoices, processing journal transfers, processing reimbursement claims, vendor payments, processing travel advance documentation
- Liaising with relevant departments such as Accounts Payable, Human Resources as well as external clients to Faculty to ensure smooth processing of transactions
- Ensure sound and timely financial and administrative operational advice to stakeholders in the Faculty, in line with relevant UNSW policies and procedures
- Provide superior customer service to stakeholders in the Faculty
- Actively participate in regular maintenance and review of all procedures relating to purchase requisition, reconciliations, invoicing, travel authorisations, vendor payments, cost allocations, budgeting and reporting
- Assist in maintenance of projects in NS Financial which includes opening new projects, maintaining existing projects as well as closing finished projects
- Assist in all casual salary payments, including sessional teaching staff as required
- Provide assistance in the preparation of journals and ad-hoc financial reports as required
- Other duties as required or requested including relief duties for team members on leave
- Adhere to all health and safety policies and procedures of the University and take all reasonable care to ensure that their actions or omissions do not impact on the health and safety of others in the University.
C. ENVIRONMENT

FACULTY OF THE BUILT ENVIRONMENT

The Faculty of the Built Environment (BE) covers a diverse range of discipline areas including Architecture; Construction Management and Property; Industrial Design; Interior Architecture; Landscape Architecture; Planning and Urban Design and Development. BE is structured as two schools: the Australian School of Architecture and Design (ASA+D) focused on professional degree programs and the Australian Graduate School of Urbanism (AGSU) focused on post professional and interdisciplinary degree programs as well as research.

The Faculty is a renowned leader in the delivery of quality tertiary education and research in the Asia Pacific region and offers the largest range of Built Environment disciplines of any University in the Asia Pacific region. The Faculty also incorporates one Research Centre – City Futures Research Centre (CFRC).

Further information on the Faculty of the Built Environment can be found at the following website – http://www.fbe.unsw.edu.au/

D. REPORTING RELATIONSHIPS

The position is responsible to the Supervisor: Finance Manager
Positions reporting to the Supervisor: 1 Management Accountant; 1 Finance Assistant; 1 Administrative Assistant (Finance)

Positions reporting to the incumbent: None

E. PRINCIPAL ACCOUNTABILITIES

- Deliver accurate financial processing and quality advice to stakeholders of the Faculty including meaningful and timely reports
- Proactively contribute to the efficient and effective administration of resources of the Faculty
- Excellent customer service
- Ensure compliance with the University’s financial and accounting policies and the Faculty’s polices
- Improving the level of financial/management accounting information services provided to the Faculty
- Assisting in the review of work practices and recommend change so as to improve the delivery of services
- Promoting the use of Financial Services systems to the optimum capability
F. SELECTION CRITERIA

Essential criteria:

- Accounting Certificate/Diploma with 2 years relevant experience or an equivalent level of knowledge gained through other education, training and/or experience
- Demonstrated experience in financial processes and procedures preferably in, using PeopleSoft or a similar financial application
- Experience in financial management activities and reporting
- Demonstrated ability to identify and implement improvement processes to meet client needs in a changing work environment
- Demonstrated experience and commitment to delivering quality customer/client service
- Strong interpersonal skills and well developed, verbal and written communication skills.
- Ability to prioritise workflow and meet deadlines both independently and in a team environment
- Knowledge and understanding of EEO/AA principles and the willingness and capacity to implement required WHS responsibilities and safe work practices

Desirable criteria:

- Experience in using UNSW systems such as PeopleSoft/NSSFin and Serko

Notes:

- Incumbent may be required to undergo pre-employment checks prior to appointment to this role.