EMPLOYMENT OPPORTUNITY

FINANCE OFFICER

The University of Divinity seeks to recruit a Finance Officer to commence immediately. This is a full-time role working within the Finance team at the Office of the Vice Chancellor.

APPLICATIONS

Closing date for applications: 5pm on Friday 17 June 2016

Applications must include:
- A cover letter addressing the selection criteria
- A curriculum vitae
- Contact details for three referees

Send applications electronically to: Cate Headey
Office Manager
cheadey@divinity.edu.au
POSITION DESCRIPTION

FINANCE OFFICER

About the University

The University of Divinity was established in 1910 by the Melbourne College of Divinity Act of the Parliament of Victoria. In 2012 it achieved university status as the first (and only) Australian University of Specialisation. The University engages in high quality scholarship and offers a wide range of awards in theology, ministry and philosophy. It has a collegiate structure unique in Australia; every student and staff member joins the University through one of its Colleges. There are eleven Colleges located in Melbourne, Adelaide and Sydney, each one a unique learning community. These Colleges are resourced by thirty partners from eight Christian churches, giving the University an extraordinarily ecumenical constitution. The University's Vision is that

Together we empower our learning community to address the issues of the contemporary world through critical engagement with Christian theological traditions.

About the Office of the Vice-Chancellor

The Office of the Vice-Chancellor provides support to the University Council, the Academic Board, and Vice-Chancellor, and assists in coordination of work across the Colleges. There are 16 permanent staff, in addition to the Vice-Chancellor. The primary office is located at 21 Highbury Grove, Kew, easily accessible by public transport in Melbourne’s inner-eastern suburbs. A secondary office is located in the Uniting Church Centre for Theology and Ministry at 29 College Crescent, Parkville, to accommodate research office staff in proximity to the University's main research library, the Dalton McCaughey Library.

For more information please see www.divinity.edu.au.

Copies of Annual Reports, including the University's audited financial statements, are available at:
www.divinity.edu.au/university-of-divinity/governance/annual-reports/

About the Finance Officer

This position to commence in 2016 is a key member of the Finance department at the Office of the Vice Chancellor. The Finance Officer reports directly to the Chief Financial Officer and supports the University to manage its finances to ensure the University's sustainability and to improve its capacity to deliver its vision, mission, and strategy.

The Finance Officer supports the Chief Financial Officer in preparing quality management reporting and managing cash flow. The Finance Officer works with the Business Manager to process transactions, reconcile accounts, and prepare regulatory reporting in an accurate and timely manner. The Finance Officer is a primary liaison with member colleges and students of the University on financial matters.
POSITION DESCRIPTION: FINANCE OFFICER

1. Key responsibilities
1.1 Performing general accounting activities, including reconciliations, and assisting the Chief Financial Officer with regular reporting and cash flow management.
1.2 Preparation of Australian Tax Office reporting requirements, Business Activity, PAYG, and Fringe Benefit Statements/Returns.
1.3 Maintaining and reporting on financial data from within accounting software and student enrolment databases.
1.4 Receiving and responding to finance enquiries of OVC members, College staff and students.
1.5 Receipting student tuition fee payments including raising and tracking invoices to third party sponsors.
1.6 Preparing monthly payroll information for the OVC, raising and tracking purchase invoices, and processing payments, in accordance with the Accounting Policy and Procedures Manual.
1.7 Where required undertaking support tasks for OVC committees, the Administration team and other tasks as directed by the Chief Financial Officer.

2. Key working relationships
The Finance Officer:
2.1 Reports to the Chief Financial Officer, and works closely with the Business Manager in managing bank accounts, processing transactions and payroll.
2.2 Liaises with the College Registrars and other College staff with financial responsibilities;
2.3 Liaises with students and sponsoring bodies paying tuition fees on behalf of students;
2.4 Liaises with debtors and creditors in relation to invoices and payments.

3. Selection criteria
Essential skills:
➢ An undergraduate degree or advanced diploma in accounting.
➢ Advanced Microsoft Excel skills; Intermediate skills in other MS Office products.
➢ Demonstrated verbal and written communication skills.
➢ Experience working with financial programs and databases.
➢ Demonstrated ability to establish good working relations with colleagues and external stakeholders.
➢ Demonstrated ability to problem solve and suggest improvements.

Desirable skills:
➢ Eligibility for membership of a professional accounting body.
➢ Specific competence using MYOB software.
➢ Experience working within Higher Education sector.

4. Key Performance Indicators
Ongoing and annual KPIs will be negotiated with the successful candidate.

5. Terms and conditions
The Finance Officer is a full-time position based in Kew, Victoria. This is an ongoing appointment, subject to satisfactory completion of a three-month probationary period and to satisfactory performance. The position is remunerated on the University's salary scale at HEW 5.1 ($66,818 as at 1 January 2016 plus 15% superannuation).