

POSITION DESCRIPTION



Position	Research Finance Officer
Level/Classification	H0506
Reports to	Research Finance Team Leader
Unit	Finance Business Partnering (Colleges & Research)
Directorate	Finance Officer
Positions Supervised	Nil

Position Purpose

The Research Finance Officer is a key member of the Finance Team, assisting the Research Finance Team Leader, Researchers, Institute, and Centre Managers in the execution of their role by providing a single point of contact for External Grant funding issues. All responsibilities identified relate specifically to relevant research accounts, and Research Centre's, and individual researchers, unless otherwise mentioned.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

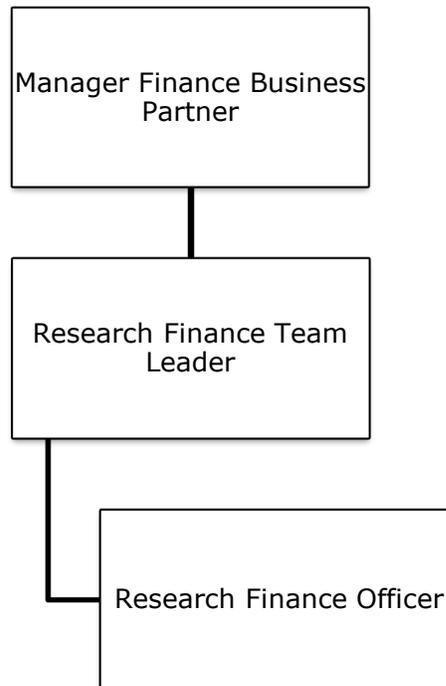
Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

Reporting Relationships



Key Responsibilities/Duties

1. Coordinate and process Research Grant budget and forecast information.
2. Respond and resolve Grant finance queries and investigations.
3. Monitor actual to budget variances and conduct monthly financial analysis.
4. Provide financial transactions statements as required.
5. Prepare invoices for research accounts.
6. Prepare journal transfer requests.
7. Conduct analysis to prepare research data reports.
8. Prepare project and milestone reporting and account acquittals.
9. Ensure collation of non-financial milestone reports.
10. Account management of research projects.
11. Review approval or Research and Consultancy applications for financial impact.
12. Report any incidents of policy/process non-compliance to the Manager - Management Accounting.
13. Coordinate frequent communications to stakeholders on matters of research compliance and service delivery.
14. Develop and maintain strong effective working relationships with key management personnel and internal client base.
15. Develop positive team ethos within the immediate work group through positive participation and communication.
16. Advise, coach, and support team members and peers, act as a role model to staff.

17. Any other duties as reasonably requested by the Manager Finance Business Partnering (Colleges & Research), Head of Financial Performance or Chief Financial Officer including ad hoc projects.

Selection Criteria

Essential

1. A relevant degree or a combination of experience and /or education /training.
2. Demonstrated skill and experience in complex numeracy tasks
3. Demonstrated computer literacy skills with experience working with spreadsheet and accounting applications.
4. High level attention to detail, analytical and problem-solving skills.
5. Highly effective teamwork, communication and interpersonal skills, including the ability to interact with staff at all levels of the organisation.
6. High level of organisation, time and workload management skills, and with ability to seek advice /assistance when required.
7. The ability to anticipate and influence customer needs and wants and strive to provide products and services that meet their short/medium and long term needs.
8. Proven ability to prepare reports which are useful, clear and concise

Desirable

1. Previous experience in Workday ERP

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure.
3. Ability to work outside of normal office hours when required.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity

- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.