



POSITION DESCRIPTION

SENIOR ACCOUNTS CLERK CENTRAL ACCOUNTS OFFICE

Vacancy Reference No:	08019
Major Cost Centre:	Central Administration
Organisational Unit:	Financial Services Division
Classification:	Higher Education Officer Level 4
Salary Range:	\$43,106 to \$46,605 pa full-time
Superannuation:	Employer contribution of 17% of salary Employee contribution of 7% of salary
Total Remuneration Package:	\$50,434 to \$54,528 pa full-time The total remuneration package includes salary and employer superannuation contributions.
Employment Type:	Continuing, full-time,
Supervisor (Title):	Accounts Supervisor
Closing date:	5.00 pm, Monday 4 February 2008

KEY PURPOSE

The Senior Accounts Clerk will:

- Be responsible for overseeing the daily work routines of staff in the Central Accounts Office;
- Undertake the role of Team Leader;
- Provide clerical, accounts-related and administrative support to the Accounts Office and Financial Services Division in order to assist the office to comply with University policies and procedures.

The Senior Accounts Clerk will also work in conjunction with the Central Accounts Supervisor on special projects within the Financial Services Division.

ORGANISATIONAL ENVIRONMENT

The Financial Services Division is one division of the Central Administration of the University. It is responsible for effective leadership in financial management and business services for the University.

KEY RESPONSIBILITIES AND OUTCOMES

- Ensure consistency of service when overseeing the daily workflow within the Central Accounts Office.
- Undertake a range of administrative tasks to support the work of the Central Accounts Office.
- Ensure that advice provided to clients on a range of financial matters is timely and accurate.
- In accordance with University guidelines, contribute to the development of local guidelines and procedures relating to accounting matters.
- Assist the Central Accounts Supervisor by reviewing the training requirements of the Accounts Office staff, and arranging courses etc as appropriate.
- Provide assistance to the Central Accounts Supervisor to ensure that team outcomes are met in a timely and effective manner.
- Other appropriate responsibilities as determined by the Accounts Supervisor from time to time.

Staff responsibilities may be varied by the University in order to allow the University to respond to operational needs or requirements.

SUPERVISION RECEIVED

The incumbent will report to the Central Accounts Supervisor, determine their own priorities and operate within the framework of established policies and work systems. Specific outcomes will be reviewed.

SUPERVISION PROVIDED TO OTHERS

The incumbent will work closely with staff within the Central Accounts Office and will be responsible for:

- undertaking on-the-job training or instruction
- prioritising, coordinating and monitoring workflow
- providing informal day-to-day feedback

It is expected that the Senior Accounts Clerk will deputise for the Central Accounts Supervisor during periods of absence, eg leave.

The Senior Accounts Clerk is expected to promote and provide a safe working environment with attention to the requirements of the Occupational Health Safety and Welfare Act, the Workers Rehabilitation and Compensation Act and Equal Opportunity legislation. Specific responsibilities are detailed at <http://www.flinders.edu.au/ohsw/sup-resp.html> and http://www.flinders.edu.au/eo_unit/legislation/index.html

WORKING RELATIONSHIPS

The incumbent is expected to consult with his/her supervisor only on strategic and higher level operational matters and on matters likely to impact on the standing of the Unit in the University and/or wider community.

UNIVERSITY EXPECTATIONS

All staff are expected to:

- contribute to the efficient and effective functioning of the team or work unit in order to meet organisational objectives. This includes demonstrating appropriate

and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;

- perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- familiarise themselves and comply with the University's Occupational Health and Safety and Equal Opportunity Policies.

SELECTION CRITERIA

(Note for intending applicants – applicants should address each selection criterion individually and should argue their case by citing evidence to support their claims rather than presenting a list of facts only).

Essential criteria

- Demonstrated experience in a team-leader role.
- Substantial experience in processing high volume Accounts Payable and/or Accounts Receivable transactions.
- Substantial understanding of, and experience with, large computer-based or complex finance systems.
- Well-developed computer skills, including high level keyboard skills, extensive experience with the Microsoft Suite of applications, particularly in MS Excel.
- Demonstrated ability to use initiative, exercise judgement and maintain confidentiality.
- Well developed organisational skills including the ability to determine priorities consistent with changing demands.
- Demonstrated commitment to high quality outcomes, including attention to detail.
- Effective verbal and written communication skills and the ability to liaise with a diverse range of people and to make appropriate referrals.

Desirable criteria

- Proven experience with general ledger account reconciliations.
- Demonstrated experience in managing a daily cash flow and co-ordinating short-term investments.

SELECTION OF CANDIDATES

Candidates will be evaluated on merit against all of the various components that make up this position description. Assessment will take into account all information that is determined to be appropriate, eg written application, qualifications, interview, work samples, skills testing and referee reports.

The final decision regarding appointment to this position will be based on an assessment of the requirements of the total Position Description.

INFORMATION FOR PROSPECTIVE STAFF

All intending applicants should read the *Essential Information for Applicants*, available at <http://www.flinders.edu.au/employment/app.php> If you are unable to access this information on the web site, please contact the contact person nominated below.

Information about Flinders University, living and working in Adelaide and employment at the University is available at <http://www.flinders.edu.au/employment/whyflin.php>

CONTACT DETAILS

For further information about the position contact June Persico, telephone 8201 2058 or email june.persico@flinders.edu.au

SUBMITTING AN APPLICATION

All applicants must complete an *Application for Employment Cover Sheet* available at <http://www.flinders.edu.au/hrd/html/forms/EmployApplication.doc> and lodge this with their application.

Applications, together with the *Application for Employment Cover Sheet*, may be lodged by email to jobapplications@flinders.edu.au or by post to Personnel, Policy and Practice, Flinders University, GPO Box 2100, Adelaide, South Australia 5001.

Further information regarding procedures for mailing, e-mailing, faxing or delivering applications are provided in the *Essential Information for Applicants*. Please do **not** forward applications to the contact person nominated as the contact person.

Name of Authorising Officer: Ms Barbara Fergusson
Executive Director of Administration

Name of Authorising Officer in Human Resources:
Ms M Solomon, Director, Human Resources

Date of last update: 11 January 2008