

Position Description –Finance Officer, Rural and Remote Health

Update 26 August 2025

POSITION DETAILS	
College/Portfolio	College of Medicine and Public Health
Organisational Unit	Discipline of Rural and Remote Health
Supervisor (Title)	Senior Financial Analyst
Classification	Higher Education Officer Level - 5
Employment Type	Fixed Term, Full-time

POSITION SUMMARY
<p>Under the guidance and general direction, the Finance Officer, Rural and Remote Health, is responsible for providing a range of financial services for Rural and Remote Health (RRH) SA and NT. Working in close collaboration with budget holders, this also involves assisting with the creation of budgets and forecasts, preparing financial reports, providing support to administrative staff in basic financial systems and ensuring RRH financial compliance through direction of the supervisor.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit to meet the University's 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; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><u>For staff based in Northern Territory –</u></p> <p><i>Northern Territory Government legislation (the Care and Protection of Children Act 2007) now requires all individuals in child related employment or whose duties involve, or are likely to involve, contact with a child, to hold a valid 'Working with Children Clearance' (Ochre Card). This position involves child related work and is assessed as requiring a Working with Children Clearance/Ochre Card.</i></p> <p><i>Staff working in a health care setting are required to be fully vaccinated against COVID in line with the NT Health policy.</i></p>

For staff based in South Australia –

In addition, it is a requirement of this position that the incumbent maintain a current Working with Children Check which is satisfactory to the University in accordance with the Child Safety (Prohibited Persons) Act 2016 (SA).

Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID in line with the SA Health policy.

KEY POSITION RESPONSIBILITIES

The Finance Officer, Rural and Remote Health is accountable for:

1. Assisting in providing accurate and timely financial information, and standard reports to RRH Executives, budget holders, CMPH, and Central Finance staff in accordance with established procedures, and templates.
2. Assisting in preparing routine financial reports to support key stakeholders' decision-making, in line with established processes.
3. Assisting in Contributing to the development of RRH budgets and forecasts.
4. Undertaking regular GL Account Maintenance across RRH including identifying and investigating incorrectly posted transactions and undertaking the necessary corrective action.
5. Assisting with financial projects by contributing to the review and improvement of existing financial processes and service delivery under the guidance of supervisor.
6. Facilitating purchase orders and payments to vendors, contractors, consultants, reimbursement of staff expenses, credit card reconciliations, and issuing invoices as per University policies and procedures.
7. Coding invoices for payment in accordance with the Chart of Accounts.
8. Undertaking project reconciliation and liaising with relevant stakeholders in relation to RRH Project acquittals.
9. Facilitating the submission of Independent Contractor Agreements, ROEC's and Exemptions from Quotes for Rural and Remote Health.
10. Providing training and support to administrative staff in relation to financial systems and accounts.
11. Any other responsibilities in line with the level of the role as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- Relevant tertiary qualification or completion of advanced diploma and at least one year of subsequent relevant work experience or equivalent combination of experience and/or education and/or training.
- Effective organisational and administrative skills, including the ability to determine priorities, monitor workflow to meet deadlines, manage a varied workload in a busy environment, and maintain confidentiality.
- Demonstrated problems solving skills and the ability to exercise judgment within established guidelines.
- Proven ability to take initiative and work independently with general supervision.
- Knowledge and experience with large complex computerised Finance Systems

- Effective to well-developed written, oral and interpersonal communication skills and the ability to liaise with a wide range of internal and external stakeholders, including with people from culturally diverse backgrounds.
- Demonstrated experience in preparing relevant, timely, and reliable financial information with explanatory notes and basic analysis as required. Ability to assist with report formatting and to follow-up on task as required.
- Demonstrated experience in assisting with the creation of budgets, forecasts and producing routine financial reports.
- Experience in providing effective customer service, financial support and advice in a timely manner.
- Demonstrated experience in maintaining effective records systems, including attention to detail in the preparation of spreadsheets and data entry.
- Knowledge of contemporary financial and administrative systems, software and practices, and experience in interpreting and applying a range of relevant policies and procedures within a large and complex organisation.