

Position Description – Finance Support Analyst

Updated 8 January 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 6
Employment Type	Fixed Term, Full-time (available until 31 December 2026)

POSITION SUMMARY
<p>Under general to broad direction, the Finance Support Analyst 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 training and support to administrative staff in financial systems and ensuring RRH financial compliance through direction of the Senior Financial Analyst. The position may be based at any Rural and Remote Health SA or NT campus. The incumbent will be required to reside in one of these regions.</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>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>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><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>

KEY POSITION RESPONSIBILITIES

The Finance Support Analyst is accountable for:

1. Providing highly quality, accurate and timely financial advice, and reports to RRH Executives, budget holders, CMPH and Central Finance staff.
2. Preparing financial reports to aid key stakeholders decision-making processes.
3. Contribute to the development of RRH budgets and forecasts.
4. Undertake regular GL Account Maintenance across RRH including identifying and investigating incorrectly posted transactions and undertaking the necessary corrective action.
5. Undertake financial projects to improve existing financial processes and service delivery.
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. Undertake 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 equivalent combination of experience and/or education and/or training.
- Well-developed 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.
- Significant problems solving skills and the ability to exercise judgment.
- Significant level of initiative with the ability to work with minimal supervision
- Proven knowledge and experience with large complex computerised Finance Systems
- 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 developing relevant, timely, and reliable financial information with explanatory notes and analysis as required, including report formatting and design, and the ability to initiate, use, and take follow-up action.
- Demonstrated experience in creating budgets, forecasts and producing financial reports.
- Experience providing high-level customer service, advice and financial support in a timely manner.
- Demonstrated experience in maintaining effective records systems, including attention to detail in the preparation of spreadsheets and data entry.

- Sound 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.

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