

<b>Position Title</b>	Associate Analyst
<b>Group/Portfolio</b>	Finance
<b>Classification</b>	HEW Level 5
<b>Position Number</b>	0053674
<b>Reports To</b>	Senior Financial Analyst
<b>Employment Type</b>	Continuing

## 1.0 Position Purpose

The Associate Analyst is responsible for assisting in the timely and accurate preparation of financial reporting within an environment of continuous process improvement. It also supports a strong control environment through performing reconciliations and reviewing expenditure classification. The role also has responsibility to support other reporting and compliance to external parties.

The position supports the integrity of the information held within the finance system to support accurate and timely reporting and analysis.

## 2.0 Eligibility Requirements

- Finance related degree and preferably obtained or in the process of completing a recognised accountancy qualification; or an equivalent alternate combination of relevant knowledge, training and experience.

## 3.0 Key Responsibilities

- Support the Finance Strategic Leaders to deliver key finance initiatives whilst ensuring the University maintains best practice in its financial reporting and compliance.
- Assist in the preparation and production of the monthly financial reporting and other related reporting
- Assist in the preparation of reconciliations
- Provide transactional support to ensure timely delivery of reporting and analysis
- Review expenditure on a regular basis to ensure completeness and accuracy of classification.
- Prepare accruals and prepayments to support timely financial reporting.
- Develop and implement best practice policies and procedures to support a strong financial control framework within the University.
- Respond to other ad hoc requests and projects as required to support the financial control function

- Ensure the accuracy, timeliness and completeness of data entered into the finance system through regular critical review and analysis.
- Prepare supporting schedules and analysis for regular financial reporting and analysis
- Active input into the review and continuous improvement of asset related policies and procedures
- Listen to and communicate interactively with colleagues across the university and within the finance team to respond appropriately to queries, solve problems, anticipate needs/questions; develop easily understood written material; simplify complex information; proactively share information in a balanced and timely manner.
- Promote and demonstrate cultural behaviour in accordance with the Fraud and Corruption Control Framework and the University's Integrity program. This includes acting with integrity in undertaking duties and implementing processes to effectively prevent, detect, and respond to fraud and corruption within the University.
- Ensure compliance with relevant legislation and University policies and procedures, including equity and health & safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

#### 4.0 Key Capabilities

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).