

Position Title	Senior Finance Officer
Group/Portfolio	Finance
Classification	HEW Level 5
Position Number	00057363
Reports To	Finance Strategic Leader
Employment Type	Continuing

1.0 Position Purpose

The Senior Finance Officer is responsible for advancing, managing and safeguarding Griffith University's financial integrity and security. They will apply their expertise and judgment to ensure compliance with legal, regulatory and finance reporting requirements.

The Senior Finance Officer will provide detailed advice on finance policies, systems, controls and processes and will work collaboratively with others to solve medium to high complexity operational and transactional finance issues and has a strong commitment to providing high quality colleague and external customer experience.

The Senior Finance Officer is a team player who supports both their immediate function and broader Finance Service Delivery. The incumbent may be required to work flexibly across finance disciplines through job rotation or to support team workloads.

This is a critical role for fraud and corruption control in the University. The incumbent will ensure they understand the University's Fraud and Corruption Control Framework and effectively manage their function's prevention, detection and reporting controls.

2.0 Eligibility Requirements

- The occupant of this position will hold diploma qualifications or an equivalent combination of relevant experience and/or education/training.

3.0 Key Responsibilities

- Advance, manage and protect Griffith University's financial integrity and security and ensuring compliance with legal, regulatory and reporting requirements.
- Responsible for ensuring effective processing and reconciliation of medium to high complexity accounts and transactions; and for implementing finance policies, controls, practices and procedures across Griffith University. This includes ensuring the usage and access to Griffith systems are effectively managed to comply with relevant legislation.
- Provide direction, technical guidance and coaching to team members where required, including initial escalation point for operational issues and assisting with workload management and task prioritisation.
- Work collaboratively and use professional judgement to identify options and alternatives to take corrective action and solve medium to high complexity operational and

transactional issues.

- 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.
- Develop Griffith University's finance capability and support customers to build their knowledge of and confidence in financial management through developing relationships and providing guidance, coaching and mentoring.
- Undertake medium to complex assurance, verification and quality control activities to ensure that accounts, transactions, processes, system usage and records meet legal, regulatory, compliance and quality requirements.
- Support Finance Ways of Working and contribute to promoting a positive workplace culture.
- 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.
- Maintain compliance with relevant legislation and University policies and procedures, including equity and health and 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](#).