

POSITION DESCRIPTION

Research Finance Officer



POSITION DETAILS

Position Title	Research Finance Officer
Classification	HEW 7
Position Number	7015705
School/Office	Research Services
Division	Research and Innovation

POSITION PURPOSE

The Research Finance Officer provides financial administration and advisory support across research projects and HDR funding. The role supports financial compliance, delivers accurate reporting, and contributes to the continuous improvement of financial systems and processes.

KEY ACCOUNTABILITIES

1. Monitor budgets, expenditures, and financial milestones for research projects.
2. Prepare financial reports and reconciliations for internal and external stakeholders.
3. Support all aspects of scholarship forecasting, planning and sponsorship management
4. Administer HDR fees, including debt remediation, refunds, enquiries and payments.
5. Support researchers, HDR administrators and HDR students with financial queries and guidance.
6. Assist in the development and improvement of financial procedures and systems.

QUALIFICATIONS, EXPERIENCE, SKILLS

1. A relevant degree qualification and experience or equivalent.
2. Demonstrated experience in financial administration within a research or higher education environment.
3. Knowledge of financial management principles and funding compliance requirements.
4. Strong analytical and problem-solving skills, with the ability to interpret policy and apply financial judgement.
5. High proficiency in financial systems and Microsoft Excel.

KEY RELATIONSHIPS

This position reports to: Senior Research Finance Officer

This position supervises: None

- Researchers
- HDR Supervisors
- Finance
- Student finances
- Funding bodies

CHALLENGES

- Managing complex financial requirements across diverse research projects.
- Ensuring timely and accurate financial reporting under tight deadlines.
- Maintaining compliance with evolving funding regulations and university policies.
- Supporting stakeholders with varying levels of financial literacy.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by:

Date: