

## POSITION DESCRIPTION:

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### SECTION A: Position Context

Position Title	Accountant (Management Accounting)
Position Number	E1
Classification	Executive
Campus/School/Unit	Sarawak Campus - Finance
Division	Corporate Services Division
Term of Appointment	Permanent
Effective Date	December 2012

### Position Purpose:

The position is an executive position and supports the financial management functions of the University. It is anticipated that Swinburne Sarawak will expand rapidly and that the responsibilities and scope of the position will grow accordingly.

The position holder will reside within the Finance and will report directly to the Manager, Finance, and providing management accounting support to Heads of Management Units and Schools which will include preparation of various quarterly/monthly/weekly management and cash flow reports, research and grants accounts, budgets, forecasts, statistical returns, risk management and unit's annual strategic plans. The position will undertake a variety of accounting duties in a busy office environment, working independently whilst exercising judgement to prioritise tasks in order to meet the deadlines set.

The person will be required to work within a culture of continuous improvement and will be supported and encouraged to identify areas where efficiencies can be improved and control measures can be implemented to a higher standard

The position requires a high level of financial, report presentation, clerical and secretarial skills including Microsoft Excel and Words, time management and good communication skills. The position is also expected to work effectively in a team environment and to interact effectively with the University staff and relevant Heads of Management Units and Schools, and to the public in providing quality customer service at all times.

### University Information:

Swinburne University of Technology is a large multi-sectoral and multi-campus institution with a stated mission to be a pre-eminent entrepreneurial university in the Asia-Pacific, thriving on new ideas and knowledge and exploiting its intersectoral heritage to create value for its stakeholders.

Swinburne has campuses in metropolitan Melbourne at Hawthorn, Prahran, Lilydale, Wantirna, Croydon and Healesville and an overseas branch campus university in Kuching, the capital city of the State of Sarawak in Malaysia. It also offers an increasing number of subjects and courses via the Internet. Its programs cover the education and training needs of over 40,000 students ranging from apprentices through to doctoral students.

Swinburne is proud of its close links with industry, business and the community generally. It has gained a prominent and respected name in education in Australia and overseas through:

- government funded programs and research;
- industry and business funded research;
- consultancy and training;
- fee-for-service teaching;
- an international focus for its curricula, student recruitment and operations.

The Branch Campus in Sarawak is a licensed branch campus university in Malaysia which offers selected undergraduate, postgraduate and research degree courses identical to those offered at other Swinburne campuses in Australia. It also offers pre-university foundation programs and a limited number of diploma programs. The branch campus was established in 2000 as Swinburne Sarawak Institute of Technology, and on gaining university status in Malaysia, it changed its name to Swinburne University of Technology (Sarawak Campus) in June 2004.

The Branch campus occupies a 16.5 acre site in central Kuching, the state capital of Sarawak. In 2010 the Sarawak Campus has approximately 4,000 students from Malaysia and other countries and plans to expand rapidly as its staff and facilities are developed in the next few years to allow a wider diversity of courses to be offered.

The branch campus university in Sarawak is a joint venture between Swinburne University of Technology in Australia and the State Government of Sarawak through two of its Foundations – Yayasan Sarawak and the Sarawak Higher Education Foundation. The academic operations of the campus are integrated with and overseen by the University in Australia.

## Units or School & Division

Finance is responsible for the financial resources of the University. The key areas of responsibilities include :

- Financial planning for both short and long terms
- Cash flow / fund management
- Budget and Budgetary Control
- Development and implementation of internal control policies and any other suitable policies to achieve campus plan and Finance unit strategic goals
- Processing of payments
- Receivables & collection
- Purchasing & payables
- Maintenance of fixed assets
- Financial reporting to Senior Management, Finance Committee, Board of Directors, University Council, and any others as necessary
- Coordination with relevant units within the University to ensure operational functions continue to be efficient and effective

Finance plays an important role in managing the financial resources of the University to ensure that its resources will be sufficient to support the growth.

URL to web pages:

<http://www.swinburne.edu.my>

## Participation on Committees:

The person will be required to participate on relevant committees as is needed for the efficient performance of duties and as directed by the Manager, Finance.

## Supervision Reporting Relationships:

This positions' supervisor/manager	Manager, Finance
Other positions reporting to <u>this</u> position	Not applicable

## Location:

This position is located at the Sarawak Campus.
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## SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	<b>FINANCIAL OPERATIONS</b>	<ul style="list-style-type: none"> <li>Work closely with the Manager, Finance to establish systems and processes to enable timely and accurate delivery of monthly management accounts and budget information.</li> <li>Involve in the annual budget setting process, provide ongoing support and direction for the budget holders as well as investigating and reporting on variances.</li> <li>Involve in ad hoc projects and reports, such as project analysis, simulation, business planning processes, etc.</li> <li>Identify and monitor continuous improvement in the internal control and logistics activities of the university</li> <li>Continuous process improvement – challenge/improve workflow, policies &amp; procedures and management information systems relating to current practices by making better use of existing business systems</li> <li>Costing - working closely with units to ensure that all projects costing are commercially supportable or viable.</li> <li>Analysis of the University's cost structures to enable accurate cost estimation for activities and to inform pricing decisions</li> <li>Involve in the preparation for Finance Committee and/or Board of Directors and/or Councils meeting which is held quarterly</li> <li>Prepare minutes of meeting for Finance</li> <li>Cash flow control – provide twice a week cash flow report to Manager, Finance to ensure timely withdrawal of funds for operations and recommends for investment any surplus funds</li> <li>Risk Management – provide twice a year updates on risk records associated with Finance and do follow-up action plans are done in accordance with the University's risk register</li> <li>Finance Unit Strategic Plans – assist Finance, Manager to compile and update annual Finance unit strategic plan</li> </ul>
2.	<b>RESEARCH/GRANT ACCOUNTING</b>	<ul style="list-style-type: none"> <li>Administer post-award accounting</li> <li>Responsible for formulation, implementation and interpretation of policies regarding allowable costs</li> <li>Prepare invoices and letter of credit draws to sponsors on a timely basis</li> <li>Prepare financial reports for federal agencies/sponsor as required</li> <li>Prepare interim and final financial reports in coordination with Research Office and/or awardees</li> </ul>

Key Responsibility Areas		
		<ul style="list-style-type: none"> <li>Pre-audit certain financial transactions to ensure compliance with applicable regulations and/or research/grant agreements.</li> <li>Identify reportability of program income (if any)</li> <li>Monitor levels of research/grant income</li> <li>Manage the cost or funds transfers between various research/grant accounts</li> <li>Endorse in Process payments of approved subcontractor invoices</li> <li>Approve or recommend approval of carry-forward of unexpended funds based on contract with sponsor</li> <li>Assist in resolving payment or refund problems with Research Office and/or awardees and/or sponsors</li> </ul>
3.	<b>FINANCIAL PLANNING</b>	<ul style="list-style-type: none"> <li>In conjunction with the Manager, Finance, assist in implementation of financial strategies and goals in line with the objectives of the University.</li> <li>In conjunction with the Manager, Finance assists in identifying and implementing procedures for improvements.</li> </ul>
4.	<b>CUSTOMER SERVICE</b>	<ul style="list-style-type: none"> <li>Demonstrated ability to form sound working relationships with a wide range of staff;</li> <li>Demonstrated ability to work under limited direction and use initiative and judgments; and</li> <li>Flexibility and adaptability in order to work under pressure and meet short and long term deadlines</li> <li>Provide ongoing support to internal and external customers in line with the University's expectations.</li> <li>Be accessible to client enquiries, and respond to clients in a timely manner.</li> <li>Ensure all interactions with staff/suppliers are professional, friendly and effective.</li> </ul>
5.	<b>LIAISON AND INTERACTION</b>	On behalf of the Manager, Finance liaise with the relevant Head of Management Units or Schools and staff to ensure current Swinburne's financial policies and procedures matters are understood by staff, and to maintain good teamwork and interaction.
6.	<b>REPORTING</b>	Provides regular updates and timely reports on variance analysis of management reporting, cash flow forecast, units' income and expenditure tracking for the University.
7.	<b>OTHER DUTIES</b>	Other duties as required and directed by the Manager, Finance.

## SECTION C: Key Selection Criteria

Application letters and/or resumes must address the Qualifications and Knowledge/Experience/Attributes sections under the key selection criteria.

<b>Qualifications:</b> Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		<b>Essential/ Highly Desirable / Preferable</b>
1.	At least a Bachelor's degree in Accounting or Professional qualification in Accounting (ACCA/CIMA/MICPA).	Essential
2.	Member of professional bodies e.g. MIA	Preferable

<b>Experience / Knowledge / Attributes:</b> Required by the person to successfully perform the positions key responsibilities.		<b>Essential/ Highly Desirable / Preferable</b>
1.	At least 5 years relevant working experience in a commercial or audit environment.	Essential
2.	Have sound knowledge of budget and budgetary control process, internal control and cost analysis	Essential
3.	Experience in audit field.	Preferable
4.	Relevant working experience in a tertiary institution an advantage.	Preferable
5.	A level of maturity consistent with the requirements of the position for independent work, initiative and sound business acumen.	Essential
6.	Self-starter, resourceful, proactive, thorough and detail-oriented in obtaining and producing financial information.	Essential
7.	Ability to set priorities, plan work and meet deadlines in a dynamic environment	Essential
8.	Demonstrated ability to multi-task.	Essential
9.	Demonstrated ability to operate software applications including accounting packages, MS Word, Excel, Outlook etc	Essential
10	Excellent communication and interpersonal skills; and demonstrated ability to work effectively in a consultative and team environment.	Essential
11	Knowledge of the Malaysian education system and an understanding of the key issues relating to the provision of private tertiary education in Malaysia.	Preferable
12	Certification from Business Analytical Reporting (BAR) by Institute of Business Analytics Pte Ltd, Singapore	Preferable

### **Swinburne Attributes:**

Our attributes inform the selection process; however, a written response to the attributes is not required. The attributes are:

Building Organisational Capability	Demonstrates Personal Integrity	Manages Change Effectively
Builds Relationships	Drives Service Excellence	Provides Educational Leadership
Creates a Learning Environment	Exhibits Entrepreneurial Skills	Sets Direction

For information refer to the following weblink: [Swinburne Attributes](http://www.swin.edu.au/corporate/hr/attributes/)  
(<http://www.swin.edu.au/corporate/hr/attributes/>).

**Further Information:**

Further information is available from Andrea Sim, Manager, Human Resources at telephone 082-416353 ext. 8756, fax 082-260821, email [asim@swinburne.edu.my](mailto:asim@swinburne.edu.my)

**Applications:**

Applications should include with their application a detailed CV summarising qualifications, experience and other matters considered relevant to the application.

The University has a policy requiring successful applicants to produce evidence of all formal qualifications at the time of commencing employment.

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I accept the Position Description as stated above and that the Position Description may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position grade and category, and consistent with the purpose for which the position was established.

Name:

Date:

Signature: