

## POSITION DESCRIPTION:

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### SECTION A: Position Context

<b>Position Title</b>	Accountant, Business Intelligence Analyst
<b>Position Grade</b>	E3
<b>Category</b>	Assistant Manager
<b>Campus / Unit</b>	Sarawak Campus - Finance and Business Analysis
<b>Term of Appointment</b>	Full-time Appointment
<b>Effective Date</b>	March 2023

### Position Purpose

The position supports the business performance and its related activities of the Sarawak Campus. It is anticipated that Sarawak Campus will expand rapidly and that the responsibilities and scope of the position will grow accordingly.

The position will reside within the Finance and Business Analysis (FBA) reporting directly to the Manager, FBA. The appointee will provide business performance support which will include developing and implementing business intelligence (BI) and tech savvy tools for data visualisation, business analysis for strategic planning and decision-making, budget and budgetary control, costing and management reports for Management Units, management of financial operations, risk management and annual unit action plan. In addition, the appointee will work closely with Manager, FBA on finance digitalisation transformation. The appointee will undertake a variety of duties in a busy office environment, working independently whilst exercising judgement to prioritise tasks in order to meet the deadlines set.

The appointee will be required to work within a culture of continuous improvement and will be supported and encouraged to identify areas where efficiency can be improved and control measures can be implemented to achieve 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 to the public in providing quality customer service at all times.

### University Information

As a 21st century university at the cutting edge of technology, innovation and entrepreneurship, Swinburne University of Technology has an ambitious vision to become the prototype of a new and different university. A next generation university. With a century long history of educating and training students with high-quality, career-orientated education and strong links to industry and the community it aims to bring people and technology together to create a better world.

Swinburne has an international reputation for quality research that connects science and technology with business and the community. The University standing in prestigious world academic ranking lists reflects our commitment to high-quality teaching and research and graduate outcomes.

Swinburne's emphasis is on high quality, engaged teaching and research in science, technology, business, design and innovation – teaching and research that makes a difference in the lives of individuals and contributes to national economic and social objectives.

Swinburne works to advance quality research through partnerships with industry, our communities and other universities within Australia and internationally, to achieve outcomes that are directly relevant to industry and society.

Swinburne offers both Higher Education and Vocational Education courses and programs, along with online education through both Swinburne Online and Open Universities Australia. The University has multiple campuses in Melbourne, Australia, and also an international campus in Sarawak, Malaysia.

The 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. The Campus was established in 2000 as Swinburne Sarawak Institute of Technology and on gaining university status in Malaysia changed its name to Swinburne University of Technology Sarawak Campus in June 2004.

The Campus occupies a 16.5-acre site in central Kuching, the state capital of Sarawak. The Sarawak Campus has students from Malaysia and other countries, and plans to expand rapidly as its staff and facilities are developed continuously to allow a greater number and diversity courses to be offered.

The Campus in Sarawak is a joint venture between Swinburne University of Technology in Australia and the State Government of Sarawak through two of its shareholders – Yayasan Sarawak and the Sarawak Higher Education Foundation. The campus is part of a long-term strategy by Swinburne Australia, established in 1908, to globalise its operations and provide its students with international living, working and learning opportunities.

## Finance and Business Analysis

The Finance and Business Analysis (FBA) is responsible for the financial resources in the Sarawak Campus. 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 its goal and objectives
- Business analysis for reporting and decision-making
- Processing of payments
- Receivables and collection
- Purchasing and payables
- Tenders and vendors management
- Financial risks management
- Maintenance of fixed assets
- Financial reporting to Executive Group, Executive Committee, Board of Directors, University Council, and any others as necessary
- Financial and legal compliance
- Coordination with relevant units within the University to support growth and strategic initiatives, and to ensure operational functions continue to be efficient and effective

The Unit 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: <https://www.swinburne.edu.my>

### Participation on Committees

The appointee will be required to participate on relevant committees as and when required for the efficient performance of duties and as directed by the Manager, FBA; and/or Director, FBA; or by an authorised personnel

### Supervision Reporting Relationships

<u>This</u> position's supervisor/manager	Manager, FBA; or any other person as assigned by an authorised personnel
Other positions reporting to <u>this</u> position	None

### Location

This position is located at the Swinburne University of Technology Sarawak Campus.

## 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>BUDGET AND BUDGETARY CONTROL</b>	<p>Work closely with the Manager, FBA to:</p> <ul style="list-style-type: none"> <li>Establish systems and processes to enable timely and accurate delivery of monthly management accounts and budget information.</li> <li>Assist in annual budget setting process, provide ongoing support and direction for the budget holders as well as investigating and reporting on variances.</li> <li>Provide accurate estimation of student number forecasting.</li> <li>Provide sustainability reporting for Executive Group, Executive Committee, Finance Committee and/or Board of Directors and/or Council meetings</li> </ul>
2.	<b>FINANCIAL OPERATIONS</b>	Administer financial operations, i.e. accounts payables, accounts receivables, bank reconciliation, cash flow updates, month-end and year-end closing process, year-end audit or ad-hoc audit, tax planning and other financial functions, such as tender evaluation, etc
3.	<b>BUSINESS INTELLIGENCE (BI)</b>	<p>Undertake and be accountable for:</p> <ul style="list-style-type: none"> <li>Developing the single source of truth and BI and data driven solutions, such as business analysis, simulation, data mining, data visualisation, sustainable business model/infrastructure and best practices for more data-driven decisions and support strategy planning.</li> <li>Costing – work closely with Management Units for data collation and ensure that all project/courses/activities costings are financially feasible and accurate estimation of new/existing projects/courses/activities costing, viable new directions and information dissemination</li> <li>Providing comprehensive and periodical measure and reviewing key performance indicators to drive change, eliminate inefficiencies and swift adapt in a constantly changing environment</li> <li>Applying BI and tech savvy tools to ensure the integrity and timeliness of the reports preparation for monitoring and driving University-wide Campus Plan and KPIs.</li> </ul>
4.	<b>VIRTUALISING FINANCE OPERATIONS</b>	Assist Manager, FBA to digitalise the finance operations, such as replacing legacy systems financial, fixed assets management systems and reporting, etc. to address not just quick wins, but the medium and long-term view
5.	<b>FINANCIAL PLANNING</b>	<p>In conjunction with Manager, FBA, assist Director, FBA in:</p> <ul style="list-style-type: none"> <li>Implementing financial strategies and goals in line with the Campus Plan.</li> <li>Providing Continuous Process Improvement – Identifying the development needs and scrutinising workflow, policies &amp; regulations and systems to streamline and improve the processes and operations (including staff reskilling, empowerment training and development)</li> <li>Managing FBA Unit Strategic Plans – compile and update unit strategic plan</li> <li>Performing Risk Management – provide updates on risk records associated with FBA and prepare follow-up action plans in accordance with the risk register Sarawak Campus.</li> <li>Ensuring financial and legal compliances at all times according to relevant statutory and regulations as required.</li> </ul>
5.	<b>CUSTOMER SERVICE</b>	<p>Collaborate with internal and external stakeholders to better understand, anticipate and meet the current and future needs of the Sarawak Campus:</p> <ul style="list-style-type: none"> <li>Assist Manager, FBA to implement high quality processes that document, assess, improve and deliver favourable service performances.</li> <li>Work effectively in cross-functional projects and teams.</li> <li>Be accessible for customer enquiries and respond to customers in a timely manner.</li> </ul>
6.	<b>LIAISON AND INTERACTION</b>	<ul style="list-style-type: none"> <li>On behalf of the Manager, FBA, liaise with the relevant Heads of Management Units and relevant stakeholders.</li> <li>Maintain good teamwork and interaction.</li> </ul>

<b>KEY RESPONSIBILITY AREAS</b>		
7.	<b>FINANCE RESOURCES</b>	Assist Manager, FBA to provide accurate periodical financial and performance reports for Sarawak Campus including key financial indicators are available for use by the Executive Group (EG), Board and Council, and relevant Committees.
8.	<b>OCCUPATIONAL HEALTH AND SAFETY (OHS)</b>	Assist management in monitoring, measuring and reviewing performance of all OHSMS programmes including through the following: <ul style="list-style-type: none"> <li>• Coordinate the implementation of OHSMS and ensure compliance among all stakeholders particularly SUTS staff, students, contractors and visitors;</li> <li>• Direct investigation of incidents and coordinate corrective actions as needed.</li> </ul>
9.	<b>SWINBURNE VALUES AND CULTURE</b>	<ul style="list-style-type: none"> <li>• Commit to the Swinburne Values.</li> <li>• Conduct work professionally while demonstrating the Swinburne Values at all times.</li> <li>• Assist management in implementing the Swinburne culture and lead the team in embracing the Swinburne Values.</li> </ul>
10.	<b>OTHER DUTIES</b>	Other duties or ad-hoc projects as and when required and directed by the Manager, FBA; and/or Director, FBA; or by an authorised personnel.

## 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.	A Bachelor's degree in Accounting or business-related discipline from a recognised institution. A Master's degree holder in a relevant area can be considered.	Essential
2.	Professional membership (ACCA/CIMA/MICPA/MIA).	Essential
3.	An additional Bachelor's degree in Computing-related discipline would be an added advantage.	Highly Desirable

<b>Experience / Knowledge / Attributes:</b> Required by the appointee to successfully perform the positions key responsibilities.		<b>Essential/ Highly Desirable / Preferable</b>
1.	At least 3 - 5 years of relevant work experience in a commercial or audit environment, with minimum of one (1) year of supervisory experience.	Essential
2.	Excellent knowledge in operating BI or tech savvy tools, i.e. PowerBI, Tableau, UIPath, Python, etc	Essential
3.	Have sound knowledge and experience in business analysis, budget and budgetary control process, forecasting, internal control, process improvement and risk management.	Essential
4.	A level of maturity consistent with the requirements of the position for independent work, initiative and sound business acumen.	Essential
5.	Self-starter, resourceful, thorough and detail-oriented in obtaining and producing financial information.	Essential
6.	A dynamic and proactive person with a strong technical knowledge and analytical skills.	Essential
7.	Ability to set priorities, plan work and meet deadlines in a dynamic environment.	Essential
8.	Demonstrated ability to operate other software application including Enterprise Resource Solutions (Oracle, SAP, Microsoft Dynamic, etc), Word, Excel, Powerpoint, Visio, Outlook etc.	Essential
9.	Demonstrated ability to multi-task.	Essential
10.	Good report writing skills.	Essential
11.	Demonstrated ability to work under limited direction and use initiative and judgments.	Essential
12.	Flexibility and adaptability in order to work under pressure and meet short and long-term deadlines.	Essential
13.	Excellent communication and interpersonal skills, and demonstrated ability to work effectively in a consultative and team environment.	Highly desirable
14.	Demonstrated ability to form sound working relationships with a wide range of staff.	Highly desirable
15.	Ability to handle legal issues in collaboration with panel of solicitors	Highly desirable
16.	Knowledge of the Malaysian education system and an understanding of the key issues relating to the provision of private tertiary education in Malaysia.	Highly desirable
17.	Relevant working experience in a tertiary institution.	Highly desirable

**Further Information:**

Further information is available from Human Resources at fax +60 82 260821, email [careers@swinburne.edu.my](mailto:careers@swinburne.edu.my).

**Applications:**

Applications should include a detailed CV summarising qualifications, experience and other matters considered relevant to the application. *The application must also include a **separate document addressing each applicable element of the Key Selection Criteria** (as listed in Section C above).*

The University has a policy requiring successful applicants to produce evidence of all formal qualifications prior to 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** :