

POSITION DESCRIPTION



SECTION A: Position Context

Position Title	Finance Officer
Position Grade	E1
Category	Executive
Campus / Unit	Sarawak Campus - Finance and Business Analysis
Term of Appointment	Full-time Appointment
Effective Date	March 2023

Position Purpose

The position is an executive position and supports the financial accounting operations and tax 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 will report to the Finance Executive and Director, Finance and Business Analysis (FBA) to undertake initiatives/projects independently besides having decent verbal and written communication skills. The appointee will be one of the subject-matter experts to drive the digitalisation of finance operations. In addition, the appointee will also be accountable for the financial accounting operations and assisting in the direct and indirect taxes planning, assessment and compliances. 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 datelines 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 and report presentation skills, time management as well as good communication skills. The appointee is also expected to work efficiently in a team environment and interact professionally and 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 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 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 Finance Executive; and/or Director, FBA; or by an authorised personnel.

Supervision Reporting Relationships

This position's supervisor/manager	Finance Executive; or any other person as assigned by 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.	<p>FINANCIAL OPERATIONS</p> <p><u>Accounts Payables</u></p> <ul style="list-style-type: none"> • Process payment to creditors i.e. suppliers, staff and students via e-payment, telegraphic transfer or cheque. • Collate every detail and record of the payments that are due to be made. • Ensure that all payments for suppliers' invoices, staff claims and students' refunds and ensure their accompanying payment requests are endorsed by proper authorisation, meeting purchase order or terms and conditions of contract, ensure accuracy and reasonableness of the charged code, comply with withholding tax, service tax and adhere to applicable corporate tax compliances • Assemble and disseminate all invoices for payment approval by the appropriate Head of Management Unit • Identify correct account code for payment-related transactions and in accordance with current accounting principles e.g. MPERS • For e-payment: request and update bank details of suppliers, staff and students into auto pay kit or reflex online cash management • Keep track of the transactions and monitor accounts to ensure payments are up to date • Update daily cheque details report and ensure funds availability before releasing payment to the payee (for significant amount only). • Respond to inquiries from staff, suppliers, consultants and other clients regarding their payments status, disputes, etc <p><u>Corporate Credit and Debit Card</u></p> <ul style="list-style-type: none"> • Perform corporate credit and debit card payments that are in line with the University's policies and regulations <p><u>Other functions</u></p> <ul style="list-style-type: none"> • Manage and coordinate activities required to ensure accurate accounts receivable system • Release funding for the activities approved and funded by SSSC account • Work with line supervisor on audit schedules for year-end closing and/or audit • Input and process data into the financial system on a timely manner to ensure up to date and accurate information is available at all times • Apply business intelligence and tech-savvy tools to ensure the integrity and timeliness of the reports prepared for financial reporting • Assist line supervisor with the update of unit action plan and implementation of financial strategies and goals in line with the Key Result Areas set under the Campus Plan • Identify any time-consuming bottlenecks and development needs and scrutinize workflow, policies & regulations and systems to streamline and improve the processes and operations • Ensure financial and legal compliances at all times according to relevant statutory and regulations as required.
2.	<p>COMPLIANCE OF MALAYSIAN TAXES</p> <p>Assist and support the Finance Executive in the following areas:</p> <ul style="list-style-type: none"> • Compliance and reporting of service tax • Corporate tax assessment and planning: Establish a more holistic and structure way of managing and planning the corporate tax exposure: <ul style="list-style-type: none"> - To reduce the unnecessary tax liabilities (non-deductible expenses, expenses with tax incentive and capital allowances) by revising the estimated tax payable at least twice within the basis period - Prepare and obtain approval from Ministry of Education Malaysia (MOE) for double tax deduction transactions - Handle tax queries and audits from the tax authorities or tax consultants • Compliance of withholding tax (WHT), i.e. provide for WHT payable, request for the certificate of tax residence from vendors whenever the double tax agreement is applicable, prepare necessary documents for WHT payable and liaise with tax authorities or tax consultants for any clarification on WHT treatment.

KEY RESPONSIBILITY AREAS		
3.	VIRTUALISING FINANCIAL OPERATIONS	Be one of the subject-matter experts to assist with the digitalisation of 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
4.	CUSTOMER SERVICE	Collaborate with internal and external stakeholders to better understand, anticipate and meet the current and future needs of the Sarawak Campus: <ul style="list-style-type: none"> • Assist Accountants to implement high quality processes that document, assess, improve and deliver favourable service performances. • Work effectively in cross-functional projects and teams. • Be accessible for customer enquiries and respond to customers in a timely manner.
5.	OCCUPATIONAL HEALTH AND SAFETY (OHS)	Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following: <ul style="list-style-type: none"> • Execute OHS requirements in respective work areas; • Maintain cleanliness, good housekeeping and overall safe work environment; and • Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.
6.	SWINBURNE VALUES AND CULTURE	<ul style="list-style-type: none"> • Commit to the Swinburne Values. • Conduct work professionally while demonstrating the Swinburne Values at all times.
7.	OTHER DUTIES	Any other duties as and when required by the Finance Executive, 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.

Qualifications: Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		Essential/ Highly Desirable/ Preferable
1.	A Bachelor's degree in Accounting / business-related discipline from a recognised institution or a professional qualification in a relevant area; or A Diploma with a minimum of three (3) years relevant working experience in a commercial or audit environment; or Fresh Bachelor degree holders in relevant discipline can be considered.	Essential
2.	An additional Bachelor's degree in Computing-related discipline would be an added advantage.	Preferable

Experience / Knowledge / Attributes: Required by the appointee to successfully perform the position's key responsibilities.		Essential/ Highly Desirable/ Preferable
1.	A level of maturity consistent with the requirements of the position for independent work, initiative and sound business acumen.	Essential
2.	A level of maturity consistent with the requirements of the position for independent work, initiative and sound business acumen.	Essential
3.	Self-starter, resourceful, proactive, thorough and detail-oriented in obtaining and producing financial information.	Essential
4.	A dynamic and proactive person with a strong technical knowledge and analytical skills.	Essential
5.	Ability to set priorities, plan work and meet deadlines in a dynamic environment.	Essential
6.	Demonstrated ability to operate other software application including Enterprise Resource Solutions (Oracle, SAP, Microsoft Dynamic, etc), Word, Excel, Powerpoint, Visio, Outlook etc.	Essential
7.	Demonstrated ability to multi-task.	Essential
8.	Good report writing skills.	Essential
9.	Demonstrated ability to work under limited direction and use initiative and judgements	Essential
10.	Flexibility and adaptability in order to work under pressure and meet short and long-term deadlines.	Essential
11.	Has relevant working experience in a commercial or audit environment.	Highly Desirable
12.	Excellent knowledge in operating BI or tech savvy tools, i.e. PowerBI, Tableau, UIPath, Python, etc	Highly Desirable
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 an advantage.	Highly Desirable

Further Information:

Further information is available from Human Resources at fax +6082 260821, email careers@swinburne.edu.my

Applications:

Applications should include a detailed CV summarizing 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 prior to commencing employment.

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 :