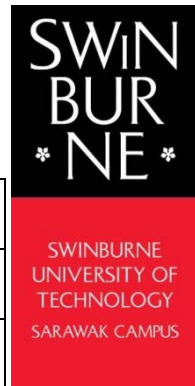


## POSITION DESCRIPTION:

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### SECTION A: Position Context

Position Title	Accountant (Business Analysis)
Position Grade	E3
Category	Executive
Campus / Unit	Sarawak Campus / Finance and Business Analysis
Division	Deputy Vice-Chancellor / Chief Executive Officer's (DVC/CEO) Office
Term of Appointment	Full-time Appointment
Effective Date	October 2017

### Position Purpose:

The position supports the business performance and its related activities of 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 and will report directly to the Manager, Finance and Business Analysis and provide business performance support which will include developing and implementing effective business analysis tools, costing for Management Units and conduct business analysis for strategic planning and decision-making. The position will undertake a variety of duties in a busy office environment, working independently whilst exercising judgement to prioritise tasks in order to meet 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 a higher standard. The position requires a high level of financial, report presentation, computer skills, 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 members and relevant Head of Management Units, and the stakeholders in providing quality customer service at all times.

### University Information:

Swinburne University of Technology has a long, proud history of educating and training students for over 100 years. Swinburne focuses on providing high-quality, career-orientated education with strong links to industry and the community.

In recent years, Swinburne has progressed to become one of the world's leading universities, ranking as one of the top 400 universities in the world, as assessed by the Academic Ranking of World Universities, and one of the top 100 in the world in physics.

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 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 Senior Management, 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: <http://www.swinburne.edu.my>

## Participation on Committees:

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

## Supervision Reporting Relationships:

This position's supervisor/manager	Manager, Finance and Business Analysis or any other person as assigned by him/her or by an authorised personnel
Other positions reporting to this 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.

<b>KEY RESPONSIBILITY AREAS</b>		
1.	<b>FINANCIAL MANAGEMENT AND OPERATIONS</b>	<ul style="list-style-type: none"> <li>• Work closely with the Manager to establish systems and processes to enable timely and accurate delivery of monthly management account and both short and long-term projections.</li> <li>• Involve in the annual budget setting processes, provide ongoing support and advice for the budget holders as well as investigate and report variances.</li> <li>• Involve in the student number forecasting process.</li> <li>• Involve in the preparation of information and reports for Executive Group, Executive Committee, Finance Committee and/or Board of Directors and/or Council meetings.</li> <li>• Assist the Manager to oversee the research and consultancy projects management process, analysis and reporting.</li> <li>• Assist the Manager in implementation of financial strategies and goals in line with the objectives of Sarawak Campus.</li> <li>• Assist the Manager to compile and update strategic plan of the unit.</li> <li>• Continuous contribution in process improvement – challenge / improve workflow, policies and procedures and management information systems relating to current practices by making better use of existing business systems.</li> <li>• Risk Management – assist Manager to update risk records associated with the unit and prepare follow-up action plans in accordance with the risk register of Sarawak Campus.</li> <li>• Ensure financial and legal compliances at all times according to relevant statutory and regulations requirements.</li> </ul>
2.	<b>BUSINESS ANALYSIS</b>	<p>Assist the Manager to:</p> <ul style="list-style-type: none"> <li>• Develop and implement effective business analysis tools for projects and reports, such as analysis, simulation, business planning processes, etc.</li> <li>• Costing – work closely with Management Units to ensure all project costings are commercially supportable, financial feasible or viable in new business directions and strategic development, taking into account Sarawak campus requirements.</li> <li>• On an annual basis, prepare and analyse course costing reporting for Executive Group (EG).</li> <li>• Conduct business analysis for strategic planning and decision-making through cost structures analysis to ensure accurate cost estimation and facilitate pricing decision for new activities / initiatives.</li> <li>• Effectively manage reporting and analysis objectives in a constantly changing environment.</li> </ul>
3.	<b>CUSTOMER SERVICE</b>	<p>Collaborate with internal and external customers to better understand, anticipate and meet the current and future needs of Sarawak Campus:</p> <ul style="list-style-type: none"> <li>• Assist the Manager 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>
4.	<b>LIAISON AND INTERACTION</b>	<ul style="list-style-type: none"> <li>• On behalf of the Manager, liaise with the relevant Heads of Management Units and relevant stakeholders.</li> <li>• Maintain good teamwork and interaction.</li> </ul>
5.	<b>FINANCIAL RESOURCES</b>	<p>Assist the Manager to provide accurate periodical financial and performance reports for Sarawak Campus including ensuring key financial indicators are available for use by the Executive Group (EG), Board and Council, and relevant Committees.</p>
6.	<b>OTHERS</b>	<p>Other duties as required and directed by the Manager, Finance and Business Analysis and / or the Deputy Vice-Chancellor / Chief Executive Officer (DVC/CEO).</p>

## SECTION C: 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 from a Malaysian or overseas university in Accounting or a Professional qualification in Accounting (ACCA/CIMA/ MICPA/ MIA/CPA).	Essential
2.	Professional membership (ACCA/ CIMA/ MICPA/ MIA/ CPA).	Essential
3.	At least five (5) years of relevant working experience in a commercial or audit environment.	Essential

<b>Experience / Knowledge / Attributes:</b> Required by the appointee to successfully perform the positions key responsibilities.		<b>Essential / Highly Desirable / Preferable</b>
1.	Sound knowledge of budget and budgetary control process, internal control and cost analysis.	Essential
2.	Demonstrated a level of maturity consistent with the requirements of the position for independent work, initiative and sound business acumen.	Essential
3.	Self-starter, resourceful, 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 multi-task.	Essential
7.	Good report writing skills.	Essential
8.	Relevant working experience in a tertiary institution.	Highly desirable
9.	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
10.	Demonstrated ability to operate software applications including accounting packages, MS Word, Excel with Certification in Business Analytical Reporting (BAR), PowerPoint, Outlook, Tableau etc.	Highly desirable
11.	Excellent communication and interpersonal skills, and demonstrated ability to work effectively in a consultative and team environment.	Highly desirable
12.	Demonstrated good teamwork with ability to form sound working relationships with a wide range of staff.	Highly desirable
13.	Demonstrated ability to work with minimal supervision and show initiatives and judgments.	Highly desirable
14.	Flexibility and adaptability in order to work under pressure and meet short and long term deadlines.	Highly desirable
15.	Ability to handle legal issues in collaboration with panel of solicitors.	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 should 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 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** :