

## POSITION DESCRIPTION

### Position Details

<b>Position Title:</b>	Finance Officer
<b>Reporting To:</b>	Associate Director, Finance
<b>Unit / Group:</b>	Finance
<b>Direct Reports:</b>	N/A
<b>Salary Classification:</b>	Corporate Services, Level D1
<b>Location:</b>	City Campus
<b>Date:</b>	August 2024

### Position Summary

The Finance Officer will work closely with the Associate Director, Finance and other stakeholders within RMIT Training to support informed decision-making through financial analysis and reporting.

This Finance Officer role involves supporting the preparation of monthly performance reports, monitoring financial risks and opportunities, and developing financial models to enhance decision-making and operational efficiency.

Reporting directly to the Associate Director, Finance, this role will contribute to the understanding of the financial impact of business performance, provide 'real time' financial support and assist with business partnering while ensuring compliance with regulations.

The Finance Officer will assist with annual budget processes, forecasting cycles, statutory reporting, and management accounting functions. This includes contributing to month-end processes, such as revenue recognition, invoice processing, and accruals, and reviewing financial metrics to provide variance analysis.

### Position Responsibilities and Accountabilities

#### Financial Reporting & Analysis

- Collaborate with the Associate Director, Finance to gain insights into operational drivers influencing financial outcomes and recommend business improvements.
- Support the preparation of monthly reporting packs for the RMIT Training business channels, offering detailed insights on performance.
- Assist to identify risks and opportunities impacting the business channels.
- Assist in the development of financial models to aid decision-making and drive operational efficiency.

#### Management & Financial Accounting

- Support the Associate Director, Finance (as well as the Commercial Analyst & Senior Finance Analyst as directed) in the annual budget process and forecasting cycles for RMIT Training.

- Preparation of financial information for month end and internal reporting
- Contribute to month-end processes such as revenue recognition, invoice processing and accruals.
- Review financial and operational metrics and assist in providing commentary on variances to expected targets.

### **Collaboration & Innovation**

- Assist in identifying and driving enhancements to internal control processes in accordance with RMIT policies and compliance standards.
- Support the Associate Director, Finance, Senior Finance Analyst and Commercial Analyst in new and special projects as required.
- Assist in fostering strategic partnerships and business relationships, internally across the RMIT Group and externally, to identify and evaluate areas for potential improvement across the organisation.

### **Professional Development**

- Actively engage in professional development opportunities to enhance skills and knowledge in financial analysis and reporting.

### **Organisational Responsibilities and Accountabilities**

- Act at all times in accordance with the RMIT Code of Conduct.
- Work in accordance with RMIT Training's policies and procedures including following safe work practices for self and others.
- Proactively work towards achieving individual and team goals, whilst demonstrating RMIT's values and behaviours.
- Actively engage in and embrace professional development opportunities.
- Undertake any reasonable tasks as directed.
- RMIT is committed to providing a safe environment for children and young people in our community.
- Appointment to the role is subject to successful passing of the Working with Children Check (WWCC employee type), Australian Working Rights (VEVO) Check and National Police Check (NPC)

### **Qualifications, Knowledge, Skills & Attributes**

#### **Essential**

- Tertiary qualification in Accounting, Finance, or related field.
- Completed pre-requisite subjects to undertake CPA and CA study
- Eagerness to learn and develop in the role.
- Strong analytical skills and attention to detail.
- Proficiency in Microsoft Office, especially Excel.
- Excellent written and oral communication skills.
- Ability to manage multiple priorities and meet deadlines.
- Commitment to continuous improvement.

#### **Desirable**

- Previous work placement / Internship experience in accounting / finance would be advantageous
- Previous exposure to the education industry.
- Familiarity with financial management technology and systems.

### **Working at RMIT Training**

RMIT Training is a company owned by RMIT University. We provide a range of education solutions to students, academics and professionals located in Melbourne and overseas.

Our vision is to be a successful provider of education solutions supporting the lifelong development goals of clients worldwide.

---

## Acceptance of Position Description

This position description is current at date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

I have read, understood and accept the responsibilities and accountabilities as outlined in this position description.

Incumbent signature: \_\_\_\_\_

Incumbent name: \_\_\_\_\_

Date: \_\_\_\_\_