

POSITION DESCRIPTION



IDENTIFICATION

Position Title: Finance Assistant

Position Number:

Section:

Department:

Location:

Category: Admin & Support Staff

Grade: 4

Current Incumbent:

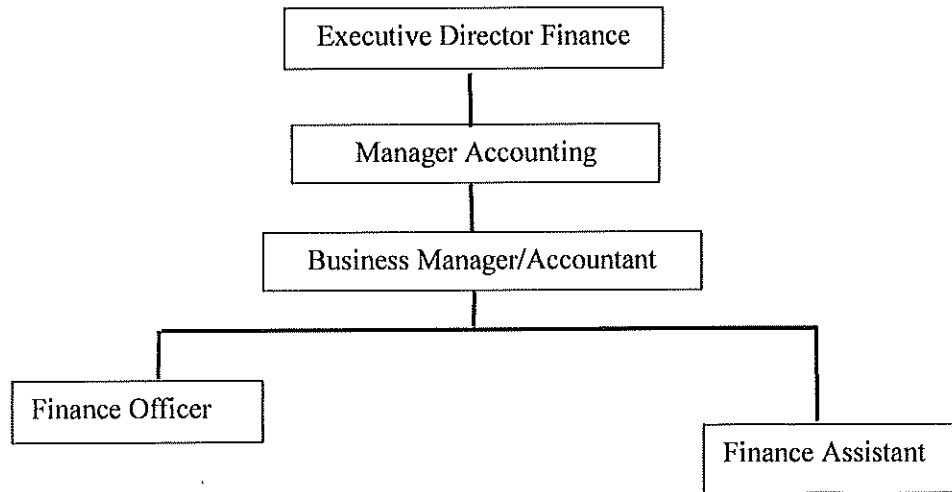
Date of substantive appointment:

Reports To: Business Manager/Accountant

Supervised by: Manager Accounting

ORGANIZATION CONTEXT

Organization chart to identify the job's reporting relationships



PURPOSE

The Finance Assistant is responsible for providing accurate, timely, and compliant financial processing and administrative support. The role ensures proper documentation, supports efficient operations, and maintains adherence to established procedures and internal controls.

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NATURE AND SCOPE

The Finance Assistant performs routine financial processing activities under supervision, ensuring accuracy, completeness, and compliance with established procedures.

The role includes:

- Processing financial transactions and maintaining records
- Performing reconciliations as assigned
- Supporting financial reporting and budgeting activities
- Raising purchase orders (POs) based on approved requests
- Maintaining proper documentation and audit trails
- Responding to routine queries and supporting stakeholders
- Escalating discrepancies or issues to the Finance Officer or Business Manager/Accountant

The role requires attention to detail, ability to follow established procedures, and effective communication. Issues or discrepancies are to be escalated to the Finance Officer, Business Manager, or Accountant as appropriate.

The responsibilities outlined in this position description are indicative and may vary depending on operational requirements and assigned functional area, while maintaining compliance with University policies, internal controls, and standards.

POSITION DIMENSIONS

Staff Responsible for:

Directly: Nil
Indirectly: Nil

Limits of Authority:

Financial: Limited to processing responsibilities
Non-Financial: As per University policies

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Key Relationships /Internal and External Contacts:

External

- University Vendors – Local and Overseas
- Internal Auditors
- External Auditors
- Financial Institutions

Internal

- Business Manager/Accountants
- Schools and departments
- Finance teams
- Procurement and Administration teams
- Students

POSITION DESCRIPTION**PRINCIPAL/CORE RESPONSIBILITIES**

Key Responsibility Areas	Key Strategies	Key Performance Indicators
Financial Processing & Transaction Support	<ul style="list-style-type: none"> • Process financial transactions accurately in accordance with established procedures • Maintain correct records • Ensure completeness of supporting documentation 	<ul style="list-style-type: none"> • Transactions processed accurately and within timelines • Minimal errors • Compliance with procedures
Reconciliations & Record Maintenance	<ul style="list-style-type: none"> • Perform reconciliations as assigned • Maintain supporting schedules • Identify discrepancies and escalate as required 	<ul style="list-style-type: none"> • Reconciliations completed on time • Issues escalated promptly • Reliable records maintained and readily accessible
Support for Reporting & Budgeting	<ul style="list-style-type: none"> • Assist in preparation of financial reports and data • Support budget-related activities • Compile and organise financial information 	<ul style="list-style-type: none"> • Timely and accurate support • Reliable data • Deadlines met
Procurement Support	<ul style="list-style-type: none"> • Raise purchase orders (POs) based on approved requests • Ensure required documentation is complete before processing 	<ul style="list-style-type: none"> • POs raised accurately and on time • Completeness of documentation • Minimal rework due to errors
Compliance & Audit Support	<ul style="list-style-type: none"> • Maintain proper records and audit trails • Provide documentation for audits • Follow policies and procedures 	<ul style="list-style-type: none"> • Compliance requirements met • Documentation readily available • Adherence to policies
Stakeholder Support	<ul style="list-style-type: none"> • Respond to routine queries • Liaise with stakeholders on processing matters • Escalate issues as appropriate 	<ul style="list-style-type: none"> • Timely response to queries • Effective communication • Timely escalation of issues
Corporate Responsibilities	<ul style="list-style-type: none"> • Comply with University policies • Contribute to team effectiveness • Maintain confidentiality • Perform other duties as assigned 	<ul style="list-style-type: none"> • Professional conduct • Compliance with standards • Positive team contribution

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TERMS & CONDITIONS

Salary: \$33,327.85 - \$42,084.19

Length of Contract: 3 years

Other Benefits: _____

POSITION SPECIFICATION

Educational Qualification

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> Diploma or Degree in Accounting, Finance, or Commerce 	<ul style="list-style-type: none"> Progress towards a professional qualification

Knowledge & Experience

It is essential that the appointee has:

<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> Basic understanding of accounting principles Experience using spreadsheets and financial systems Ability to follow procedures and meet deadlines 	<ul style="list-style-type: none"> Experience in a similar role Exposure to ERP systems (e.g., Banner)

Skills

It is essential that the appointee has:

- Good understanding of basic accounting principles and financial processes
- Proficiency in Microsoft Office applications, particularly Excel
- Strong attention to detail with the ability to process data accurately
- Good communication and interpersonal skills
- Ability to organise work, follow procedures, and meet deadlines

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Personal Qualities

It is **essential** that the appointee is:

- Reliable and maintains confidentiality when handling financial information
- Detail-oriented with a high level of accuracy
- Professional and responsive to instructions and feedback
- A supportive team player with good interpersonal skills
- Willing to learn and adapt in a dynamic work environment

APPROVAL

Supervisor Name: Rajneeta Devi

Supervisor Signature: [Signature]

Date: 24/06/2020

Staff Name: _____

Staff Signature: _____

Date: _____