

# Accounts Receivable Officer

Finance Business Solutions

Chancellery Division



the university  
for the real world



## About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at [www.qut.edu.au](http://www.qut.edu.au).

### Our Vision

QUT's Blueprint 6 is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

### QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

## About the Chancellery Division

The Vice-Chancellor and President is responsible to Council for providing leadership to the University and for the academic, financial and administrative functions of the University. The Vice-Chancellor is also QUT's chief representative on external forums.

The Vice-Chancellor leads the Chancellery Division which includes the Business Development and International Portfolios, Indigenous Strategy, Government Relations and Policy, Assurance, Risk and Integrity Services, Marketing and Communication, and Finance Business Solutions.

The Office of the Vice-Chancellor provides support and manages the business of the Vice-Chancellor and Chancellery Division. The Chancellery supports the University Executive in fulfilling their responsibilities to Council for providing leadership to the University and its academic, financial and administrative functions.

## About Finance Business Solutions

Within the Chancellery, Finance Business Solutions is responsible for a range of business functions to facilitate the ongoing financial and planning viability of the university in realising QUT's strategic aims and objectives, whilst maintaining a customer centric approach when engaging with the university community, industry and government.

## About the Position

The Accounts Receivable Officer will be responsible for the coordination and monitoring of the daily cash management and related banking functions at QUT, ensuring high quality client service to staff across the University on receipting and account reconciliations management.

The position plays an important role within Finance Services and is responsible for liaising with a broad range of staff including academic, administrative and technical in varying divisions and faculties.

This position reports to the Team Lead, Accounts Receivable for supervision, workload management and for Performance Planning and Review (PPR).

#### **Key responsibilities include:**

- Prepare and process daily banking and miscellaneous receipting and investigate all report and receipt exceptions.
- Process tax invoice and credit notes as required.
- Process and respond to new customer and location requests in a timely manner.
- Monitor clearing account balances for discrepancies, investigate and process.
- Undertake daily and monthly reconciliations for banking and receipting clearing accounts.
- Respond to emails received in required timeframes.
- Assist the Team Lead, Accounts Receivables when required to create and maintain QUTPAY (online payment service) products.
- Collaborate with internal and external clients on QUTPAY (online payment service) products.
- Assist with testing of QUT Finance systems as required.
- Other duties as assigned by the Team Lead, Accounts Receivable and/or the Manager, Finance Services relating to all aspects of Accounts Receivable.
- Comply with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- Perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- Participate in job rotation or multiskilling in consultation with their supervisor;
- Work across campuses.

#### **Type of appointment**

This appointment will be offered on an ongoing, full-time basis.

#### **Location**

Kelvin Grove campus.

## **Selection Criteria**

1. Completion of a degree in a related discipline with relevant work experience in financial administration or an equivalent combination of relevant experience, education and/or training.
2. Understanding of business acumen in a complex business financial environment with experience in accounts receivable, receipting and banking processes.
3. Demonstrated leadership, interpersonal and verbal communication skills with the ability to establish rapport quickly and manage collaborative working relationships and engagement across a diverse client group.
4. Well-developed analytical and problem solving skills with demonstrated ability to gather and integrate information from a number of sources to enable accurate and strategic decision making.
5. Demonstrated digital literacy skills including demonstrated ability to successfully use spreadsheets and accounting systems including Oracle financials or similar.
6. Demonstrated ability to provide accurate advice on financial and other data in a clear and concise manner to a variety of stakeholders.
7. Ability to contribute to a culture that is committed to the continuous improvement and innovation of processes and services.

#### **Remuneration and Benefits**

The classification for this position is Higher Education Worker Level choose level (HEW5) which has an annual remuneration range of \$79,654 to \$89,842 pa. Which is inclusive of an annual salary range of \$67,883 to \$76,566 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid

to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

### **Information for applicants**

This position is open to ongoing staff whose substantive position is redundant or a staff member whose substantive position is in a job family to be reduced in size or any ongoing, fixed-term, casual or sessional staff member including those employed on or after 23 April 2020. Indigenous Australians who have not been employed by QUT previously are also eligible and are encouraged to apply.

If there are applications from phase 1 eligible staff, these will be assessed by the selection panel. In the event that there are no suitable candidates from phase 1, applications from phase 2 candidates will be provided to the Selection Panel.

Applicants who reach the final stage of the selection process will be expected to undergo a check of their criminal history. Those matters which do not have an impact on the inherent requirements of the position will not be taken into consideration. Applicants will be provided with an opportunity to discuss the outcome of the check before a decision on appointment is made.

For further information about the position, please contact Troy Holmes, Team Lead, Account Receivable, on (07) 3138 2033; or for further information about working at QUT contact Human Resources on (07) 3138 4104.

Candidates who are interested in the position are encouraged to apply even though they may feel they are not strong on individual selection criteria.

In assessing merit, the panel will take into consideration “performance or achievement relative to opportunity”. We recognise that many staff today have a range of personal circumstances, and career histories that challenge traditional ideas of a staff member. This may mean, for example, prioritising the quality of achievement rather than the quantity, as considerations of part-time employment, career interruptions and significant periods of leave are taken into account when assessing performance or achievement.

### **How to Apply**

For further information and to apply, please visit [www.qut.edu.au/jobs](http://www.qut.edu.au/jobs) for reference number **20791**.

When applying for this position we encourage you to upload your response to the selection criteria.

### **Applications close 17 January 2021**