



POSITION DESCRIPTION

Position Title:	Finance and Payroll Administration Officer
Employer:	UQ College (UQC)
Reference Number:	UQCHR31012023
Type of Employment:	Fixed Term (2 Years)
Remuneration:	Salary \$72,920 + 10.5% Superannuation
Applications Close:	5pm Tuesday 31 January 2023

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, UQ has educated and worked with outstanding people to deliver **knowledge leadership for a better world**.

Today, UQ ranks among the world's top universities and is consistently recognised as one of the top 5 universities in Australia.

UQ is one of Australia's Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes.

UQ COLLEGE

UQ College Limited (UQC) was formed in 2010 and is a wholly owned subsidiary company and Registered Training Organisation (RTO) for the University of Queensland (UQ). The purpose of UQC is to provide domestic and international students with access to further and higher education through the delivery of pathway programs. In addition to a number of TESOL courses, UQC delivers the Foundation Program; Tertiary Preparation Program (TPP) and several Vocational Education and Training (VET) courses.

UQC Test Services provides support and delivery of Pearson (PTE-A) English Language Proficiency tests for university entrance, professional registration and visa applications.

Information about UQC may be found at <https://www.uqcollege.uq.edu.au/>

DUTY STATEMENT

Primary purpose of position

The primary purpose of this position is to deliver efficient administrative support for UQC's finance and payroll processes and provide accurate and up to date advice and administrative support to staff regarding finance and payroll procedure.

Duties:

Duties and responsibilities include, but are not limited to:

- Finance transaction processing and data entry related to payroll, accounts payable, agent commissions, and invoicing.
- Update and maintain details of staff appointments in UQC's payroll application.
- Prepare UQC pay runs and check payroll reports for accuracy prior to sign-off.
- Identify and investigate any data integrity issues, resolving items through the consistent application of policy, or where appropriate, escalating for resolution.
- Ensure all transactions/processes comply with UQC policy and external regulatory requirements.
- Provide a client service point of contact for UQC staff regarding finance and payroll processes and ensure compliance with operational procedure through provision of timely and accurate information.
- Contribute to the review and development of business processes that relate to finance transactions and payroll and adopt required changes to all allocated tasks.
- Undertake other duties relevant to the position as directed by the Financial Services Lead.

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- The UQC Staff Code of Conduct and the University's Code of Conduct.
- Requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by UQC and the University
- The University's commitment to making an impact in eliminating Modern Slavery – and in particular from its operations and supply chains.
- The adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

Reporting Relationships

The position reports to the Financial Services Lead, UQ College.

SELECTION CRITERIA

Essential

- Completion of a diploma in accounting, business, commerce or a related field, with a minimum 2 years' relevant experience in transactions processing and payroll administration and/or equivalent combination of relevant training and professional experience.
- Ability to apply knowledge of finance/payroll systems, policies and processes to a wide range of financial transactions to ensure accurate, timely and efficient transaction processing.
- Experience working with software solutions and systems, utilising multiple user modules for the submission of a diverse range of data and information sets.
- Demonstrated competencies in dealing with work requiring attention to detail
- Demonstrated ability to establish and maintain working relationships with key stakeholders and clients ensuring service delivery meets key requirements.
- Demonstrated analytical skills and a systematic approach to problem solving.
- Demonstrated experience in managing multiple tasks concurrently, whilst taking full accountability for the efficient delivery of set tasks within agreed timeframes and to agreed service standards.

Desirable

- Familiarity with ADP Payroll systems.

Further information

For further details please contact:

- Neil Marsh, Senior Manager Corporate Services, UQ College
- Phone: (07) 3346 6536
- Email: hr@uqcollege.uq.edu.au

How to Apply: Please apply via Seek.

It is a **requirement** to submit the following with your application:

- Resume
- Cover letter including response to selection criteria (no more than 2 pages)

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