

## POSITION DESCRIPTION

<b>Position title:</b>	Finance and Payroll Administration Officer
<b>Employer:</b>	UQ College (UQC)
<b>Reference number:</b>	UQCHR02052025
<b>Type of employment:</b>	Fixed term (12 months with possibility of extension)
<b>Remuneration:</b>	\$80,788.76, per annum, plus superannuation

## 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. UQ's 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 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 English language programs, UQC delivers the UQ Foundation Program; the Tertiary Preparation Program (TPP) and several Vocational Education and Training (VET) Programs. 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 procedures and process.

### Duties

Duties and responsibilities include, but are not limited to:

- Process financial transactions and perform data entry for payroll, accounts payable, agent commissions, and invoicing.
- Update and maintain staff appointment details in UQC's payroll system.
- Prepare UQC pay runs and verify payroll reports for accuracy before approval.
- Identify and investigate data integrity issues, resolving them through consistent policy application or escalating as needed.
- Ensure all transactions and processes comply with UQC policies and external regulatory requirements.
- Serve as a point of contact for UQC staff regarding finance and payroll processes, providing timely and accurate information to ensure compliance with operational procedures.
- Contribute to the review and development of business processes related to finance transactions and payroll, implementing necessary changes to assigned tasks.
- Perform other duties relevant to the position as directed by the Financial Services Lead.

### Other

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
- Requirements of the *Education Services for Overseas Students Act 2000*, the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and associated legislation, and related responsibilities and procedures developed by the University.
- Staff will be required to work 38 hours per week between the hours of 8:00 am and 6:00 pm Monday to Friday and will, on occasion, be required to work additional hours outside of these.
- A valid Blue Card – Queensland's Working with Children Check (or approved exemption) is required for this position. All staff are expected to treat students and participants, including young learners, with respect and understanding and to always address their concerns. Staff must be familiar with UQC's child and youth policies which support the safety and wellbeing of children and young people in our care.
- 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.
- Proven ability to handle tasks that require attention to detail.
- Proven ability to build and maintain working relationships with key stakeholders and clients, ensuring service delivery meets key requirements.
- Strong analytical skills and a systematic approach to problem-solving.
- Proven experience in managing multiple tasks at the same time, while ensuring tasks are completed efficiently within agreed timeframes and to service standards.

### Desirable

- Experience in using a payroll system such as ADP.

### Questions?

For more information about this opportunity, please contact Chen Chen at [c.chen@uqcollege.uq.edu.au](mailto:c.chen@uqcollege.uq.edu.au). For application queries, please contact [hr@uqcollege.uq.edu.au](mailto:hr@uqcollege.uq.edu.au) stating the reference number (page 1) in the subject line.

### Want to Apply?

**Please apply via Seek.** It is a requirement that you attach the following to your Seek application:

- Cover letter addressing the selection criteria (no more than 2 pages), and a
- Resume.

**Applications submitted after 11pm on Monday, 12 May 2025 may not be accepted.**