

# POSITION DESCRIPTION



## SECTION A: Position Context

<b>Position Title</b>	Assistant Manager
<b>Position Grade</b>	E3 – Assistant Manager
<b>Category</b>	Executive
<b>Campus / Unit</b>	Sarawak Campus - Finance and Business Analysis (FBA)
<b>Term of Appointment</b>	Fixed-term Appointment
<b>Effective Date</b>	February 2025

### Position Purpose

The position supports the business performance and its related activities of the Sarawak Campus. It is anticipated that Sarawak Campus will expand rapidly and that the responsibilities and scope of the position will grow accordingly.

The position will provide business performance support which will include developing and implementing business intelligence (BI) and tech savvy tools for data visualisation, business analysis for strategic planning and decision-making, budget and budgetary control, costing and management reports for Management Units, management of financial operations, risk management and annual unit action plan. In addition, the position will work closely with Manager, FBA on finance digitalisation transformation. The position will undertake a variety of duties in a busy office environment, working independently whilst exercising judgement to prioritise tasks in order to meet the deadlines set.

The position will be required to work within a culture of continuous improvement and will be supported and encouraged to identify areas where efficiency can be improved and control measures can be implemented to achieve a higher standard.

The position requires a high level of financial, report presentation, clerical and secretarial skills including Microsoft Excel and Words, time management and good communication skills. The position is also expected to work effectively in a team environment and to interact effectively with the University staff and relevant Heads of Management Units, and to the public in providing quality customer service at all times.

### Participation on Committees

The position will be required to participate on relevant committees as and when required for the efficient performance of duties and as directed by the Manager, FBA; or Director, FBA; or Pro Vice-Chancellor and Chief Executive Officer (Sarawak) – PVC&CEO (Sarawak); or any other person as assigned by an authorised personnel.

### Supervision Reporting Relationships

<u>This</u> position's supervisor/manager	Manager, FBA; or any other person as assigned by an authorised personnel
Other positions reporting to <u>this</u> position	None

### Location

This position is located at the Swinburne University of Technology Sarawak Campus.

## SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

<b>KEY RESPONSIBILITY AREAS</b>		
1.	<b>BUDGET AND BUDGETARY CONTROL</b>	<p>Work closely with the Manager, FBA to:</p> <ul style="list-style-type: none"> <li>Establish systems and processes to enable timely and accurate delivery of monthly management accounts and budget information.</li> <li>Assist in annual budget setting process, provide ongoing support and direction for the budget holders as well as investigating and reporting on variances.</li> <li>Provide accurate estimation of student number forecasting.</li> <li>Provide sustainability reporting for Executive Group, Executive Committee, Finance Committee, Board of Directors and Council meetings.</li> </ul>
2.	<b>FINANCIAL OPERATIONS</b>	<p>Administer financial operations, i.e. accounts payables, accounts receivables, bank reconciliation, cash flow updates, month-end and year-end closing process, year-end audit or ad-hoc audit, tax planning and other financial functions, such as tender evaluation, etc.</p>
3.	<b>BUSINESS INTELLIGENCE (BI)</b>	<p>Undertake and be accountable to:</p> <ul style="list-style-type: none"> <li>Develop the single source of truth and BI and data driven solutions, such as business analysis, simulation, data mining, data visualisation, sustainable business model or infrastructure and best practices for more data-driven decisions and support strategy planning.</li> <li>Work closely with Management Units for data collation and ensure that all project, courses or activities costings are financially feasible and accurate estimation of new or existing projects, courses or activities costing, viable new directions and information dissemination.</li> <li>Provide comprehensive and periodical measure and review key performance indicators to drive change, eliminate inefficiencies and swift adapt in a constantly changing environment.</li> <li>Apply BI and tech savvy tools to ensure the integrity and timeliness of the reports preparation for monitoring and driving University-wide Campus Plan and KPIs.</li> </ul>
4.	<b>VIRTUALISING FINANCE OPERATIONS</b>	<p>Assist Manager, FBA to digitalise the finance operations, such as replacing legacy systems financial, fixed assets management systems and reporting, etc. to address not just quick wins, but the medium and long-term view</p>
5.	<b>FINANCIAL PLANNING</b>	<p>In conjunction with Manager, FBA, assist Director, FBA to:</p> <ul style="list-style-type: none"> <li>Implement financial strategies and goals in line with the Campus Plan.</li> <li>Provide Continuous Process Improvement – Identifying the development needs and scrutinising workflow, policies &amp; regulations and systems to streamline and improve the processes and operations (including staff reskilling, empowerment training and development)</li> <li>Manage FBA Unit Strategic Plans – compile and update unit strategic plan</li> <li>Performing Risk Management – provide updates on risk records associated with FBA and prepare follow-up action plans in accordance with the risk register Sarawak Campus.</li> <li>Ensure financial and legal compliances at all times according to relevant statutory and regulations as required.</li> </ul>
5.	<b>CUSTOMER SERVICE</b>	<p>Collaborate with internal and external stakeholders to better understand, anticipate and meet the current and future needs of the Sarawak Campus:</p> <ul style="list-style-type: none"> <li>Assist Manager, FBA to implement high quality processes that document, assess, improve and deliver favourable service performances.</li> <li>Work effectively in cross-functional projects and teams.</li> <li>Be accessible for customer enquiries and respond to customers in a timely manner.</li> </ul>
6.	<b>LIAISON AND INTERACTION</b>	<ul style="list-style-type: none"> <li>On behalf of the Manager, FBA, liaise with the relevant Heads of Management Units and relevant stakeholders.</li> <li>Maintain good teamwork and interaction.</li> </ul>

<b>KEY RESPONSIBILITY AREAS</b>		
7.	<b>FINANCE RESOURCES</b>	Assist Manager, FBA to provide accurate periodical financial and performance reports for Sarawak Campus including key financial indicators are available for use by the Executive Group, Board and Council, and relevant Committees.
8.	<b>OCCUPATIONAL HEALTH AND SAFETY (OHS)</b>	Assist management in monitoring, measuring and reviewing performance of all OHSMS programmes including through the following: <ul style="list-style-type: none"> <li>• Coordinate the implementation of OHSMS and ensure compliance among all stakeholders particularly SUTS staff, students, contractors and visitors;</li> <li>• Direct investigation of incidents and coordinate corrective actions as needed.</li> </ul>
9.	<b>SWINBURNE VALUES AND CULTURE</b>	<ul style="list-style-type: none"> <li>• Commit to the Swinburne Values.</li> <li>• Conduct work professionally while demonstrating the Swinburne Values at all times.</li> </ul>
10.	<b>OTHER DUTIES</b>	Any other duties or ad-hoc projects as and when required and directed by the Manager, FBA; or Director, FBA; or PVC&CEO (Sarawak); or any other person as assigned by an authorised personnel.

## SECTION C: Key Selection Criteria

Application letters and / or resumes must address the Qualifications and Knowledge / Experience / Attributes sections under the key selection criteria.

<b>Qualifications:</b> Include all educational and training qualifications, licences, and professional registration or accreditation, criminal record checks etc. required for the position.		<b>Essential/ Highly Desirable / Preferable</b>
1.	A Bachelor's degree in Accounting or business-related discipline from a recognised institution. A Master's degree holder in a relevant area can be considered.	Essential
2.	Professional membership (ACCA/CIMA/MICPA/MIA).	Essential
3.	An additional Bachelor's degree in Computing-related discipline would be an added advantage.	Highly Desirable

<b>Experience / Knowledge / Attributes:</b> Required by the position to successfully perform the positions key responsibilities.		<b>Essential/ Highly Desirable/ Preferable</b>
1.	At least 3 - 5 years of relevant work experience in a commercial or audit environment, with minimum of one (1) year of supervisory experience.	Essential
2.	Excellent knowledge in operating BI or tech savvy tools, i.e. PowerBI, Tableau, UIPath, Python, etc	Essential
3.	Have sound knowledge and experience in business analysis, budget and budgetary control process, forecasting, internal control, process improvement and risk management.	Essential
4.	A level of maturity consistent with the requirements of the position for independent work, initiative and sound business acumen.	Essential
5.	Self-starter, resourceful, thorough and detail-oriented in obtaining and producing financial information.	Essential
6.	A dynamic and proactive person with a strong technical knowledge and analytical skills.	Essential
7.	Ability to set priorities, plan work and meet deadlines in a dynamic environment.	Essential
8.	Demonstrated ability to operate other software application including Enterprise Resource Solutions (Oracle, SAP, Microsoft Dynamic, etc), Word, Excel, Powerpoint, Visio, Outlook etc.	Essential
9.	Demonstrated ability to multi-task.	Essential
10.	Good report writing skills.	Essential
11.	Demonstrated ability to work under limited direction and use initiative and judgments.	Essential
12.	Flexibility and adaptability in order to work under pressure and meet short and long-term deadlines.	Essential
13.	Excellent communication and interpersonal skills, and demonstrated ability to work effectively in a consultative and team environment.	Highly Desirable
14.	Demonstrated ability to form sound working relationships with a wide range of staff.	Highly Desirable
15.	Ability to handle legal issues in collaboration with panel of solicitors	Highly Desirable
16.	Knowledge of the Malaysian education system and an understanding of the key issues relating to the provision of private tertiary education in Malaysia.	Highly Desirable
17.	Relevant working experience in a tertiary institution.	Highly Desirable

### Applications:

The application must also include a separate document addressing each applicable element of the Key Selection Criteria (as listed in Section C above).