

# POSITION DESCRIPTION



## SECTION A: Position Context

<b>Position Title</b>	Finance Executive (Financial Services)
<b>Position Grade</b>	E2 - Executive
<b>Category</b>	Executive
<b>Campus / Unit</b>	Sarawak Campus - Finance and Business Analysis
<b>Term of Appointment</b>	Full-Time Appointment / Fixed-Term Appointment
<b>Effective Date</b>	October 2024

### Position Purpose

The position is an executive position and supports the financial and business performance functions of the University. It is anticipated that Swinburne Sarawak will expand rapidly and that the responsibilities and scope of the position will grow accordingly.

The position will ensure proper management of financial accounting functions (including group accounting) and support the digitalisation transformation for FBA. In addition, the position will also support the business performance which includes but is not limited to developing:

- 1) business intelligence (BI) and the savvy tools for data visualisation and business analysis;
- 2) annual budgeting process, costing and management units' reporting;
- 3) update of the unit action plan and key results areas set under Campus Plan; and
- 4) financial related policies, risk management and legal compliances.

The position will also undertake a variety of duties in a busy office environment, working independently whilst exercising judgement to prioritise tasks in order to meet the datelines 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 and analytical skills, time management as well as good communication skills. The position is also be expected to work efficiently in a team environment and interact professionally and 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 Accountant; or Director, FBA; or Pro Vice-Chancellor and Chief Executive Officer – PVC&CEO (Sarawak); or by an authorised personnel.

### Supervision Reporting Relationships

<u>This</u> position's supervisor/manager	Accountant; or any other person as assigned by authorised personnel
Other positions reporting to <u>this</u> position	Finance Officer(s)

### 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.	<p><b>FINANCIAL OPERATIONS</b></p> <p><b><u>Accounts Payables</u></b></p> <ul style="list-style-type: none"> <li>• Conduct verification and validation for all payments to suppliers' invoices, staff claims and students' refund via cheque, telegraphic transfer or e-payments to ensure their accompanying payment requests are endorsed by proper authorisation by delegated authority, observe the minimum requirement for quotations and tenders before a purchase can be executed, ensure accuracy and reasonableness of the charged code, comply with withholding tax, service tax and adhere to applicable corporate tax compliances.</li> <li>• Adhere to applicable corporate tax compliances.</li> <li>• Identify the correct account code for payment related to the staff and in accordance with current accounting principles e.g. MPERS.</li> <li>• Review payroll summary in accounting software.</li> <li>• Update supplier registration in accounting software.</li> <li>• Respond to inquiries from staff, suppliers, consultants and other clients (excluding students) regarding their payment status, disputes, etc.</li> <li>• Review monthly Account Payable reports.</li> </ul> <p><b><u>Accounts Receivables</u></b></p> <ul style="list-style-type: none"> <li>• Conduct verification and validation for other invoices, credit notes and debit notes for billing purposes (including research investment fund).</li> <li>• Ensure timely collection and credit control.</li> <li>• Review monthly Account Receivable reports for relevant stakeholders.</li> </ul> <p><b><u>Bank Reconciliation</u></b></p> <ul style="list-style-type: none"> <li>• Perform bank reconciliation for all receipts and payments.</li> <li>• Review outstanding receipts and payments listing for items significantly aged and determine resolution.</li> </ul> <p><b><u>Cash Flow updates</u></b></p> <ul style="list-style-type: none"> <li>• Prepare weekly cash flow statements, and monitor expenditure and cash flow.</li> <li>• Ensure funding is always sufficient for payment or investment purposes.</li> <li>• Plan and propose for placement and withdrawal from marketable securities.</li> <li>• Ensure fund balance especially year-end is kept at a minimal to ensure efficient use of funding and maximise investment opportunities.</li> </ul> <p><b><u>Month-end and year-end closing process</u></b></p> <ul style="list-style-type: none"> <li>• Review General Ledger including relevant statements by conducting high-level analytical review, analysing and investigating variances for abnormality and data integrity.</li> <li>• Review month-end and year-end closing reports: <ul style="list-style-type: none"> <li>- Current assets;</li> <li>- Current liabilities.</li> </ul> </li> <li>• Ensure the process and capturing of data into the accounting software is timely, up to-date and accurate at all times.</li> </ul> <p><b><u>Year end audit or ad-hoc audit</u></b></p> <ul style="list-style-type: none"> <li>• Be the liaison for internal and external audit.</li> <li>• Review and prepare financial accounts and audit documentation before and after the audit.</li> </ul> <p><b><u>Other functions</u></b></p> <ul style="list-style-type: none"> <li>• Respond to financial inquiries by gathering, analysing, summarising, and interpreting data.</li> <li>• Conduct verification and validation of tax schedules and the direct and indirect taxes planning, management and compliances.</li> </ul>

<b>KEY RESPONSIBILITY AREAS</b>	
	<ul style="list-style-type: none"> <li>• Core FBA representative for tender evaluation for tender value above RM100,000 as required by Tender and Quotation Policy, section 14.1 – Evaluation and Awarding of Tenders or equivalent.</li> <li>• Assist and support Accountants in the following areas: <ul style="list-style-type: none"> <li>- Preparation of monthly management accounts as well as investigating and reporting on variances;</li> <li>- The annual budget-setting process, provides ongoing support and direction for budget holders (including budget transfer);</li> <li>- Periodical financial update reports, i.e. course costing, audited financial accounts, all special projects, etc. to various committees and sub-committees;</li> <li>- Update of the unit action plan and implementation of financial strategies and goals in line with the Key Result Areas set under the Campus Plan.</li> </ul> </li> <li>• Identify any time-consuming bottlenecks and development needs and scrutinising workflow, policies and regulations and systems to streamline and improve the processes and operations</li> <li>• 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 compliance at all times according to relevant statutory and regulations as required. <ul style="list-style-type: none"> <li>- Support the staff reskilling, empowerment training and development sessions for FBA.</li> </ul> </li> </ul>
<b>2.</b>	<p><b>VIRTUALISING FINANCIAL OPERATIONS</b></p> <p>Be the project leader to drive the digitalisation transformation of finance operations, such as:</p> <ul style="list-style-type: none"> <li>• Support the formulation of a holistic end-to-end digitalisation roadmap to focus not just on quick wins, but also on the capabilities of the system to address medium and long needs and growth for both Swinburne Sarawak and Melbourne i.e. Swinburne Horizon 2025 Vision.</li> <li>• Identify pain points and areas for business process improvements/reboot.</li> <li>• Propose fit-for-purpose systems to replace legacy systems e.g. financial, fixed assets management and reporting, etc: <ul style="list-style-type: none"> <li>- Formation of system specifications to ensure all pain points and stakeholders' requirements are met;</li> <li>- Arrange and co-ordinate for systems demonstration/walkthrough;</li> <li>- Perform user acceptance test for final approved shortlisted system;</li> <li>- Pilot the implementation of new systems.</li> </ul> </li> <li>• Resolve teething issues post systems implementation and recommend enhancements.</li> </ul>
<b>3.</b>	<p><b>BUSINESS INTELLIGENCE</b></p> <p>Assist and support Accountants in the following areas:</p> <ul style="list-style-type: none"> <li>• Develop a single source of truth and business intelligence solutions, such as business analysis, simulation, data mining, data visualisation, sustainable business model/infrastructure and best practices for more data-driven decisions and support strategic planning.</li> <li>• Costing – work closely with Management Units for data collation and ensure that all project/courses/activities costings are financially feasible and accurate estimation of new/existing projects/courses/activities costing, viable new directions and information dissemination.</li> <li>• Comprehensive and periodical measure and review of the key performance indicators to drive change, eliminate inefficiencies and swift adapt to constantly changing environment.</li> <li>• Apply business intelligence and tech-savvy tools to ensure the integrity and timeliness of the reports prepared for monitoring and driving the University's wide results.</li> </ul>
<b>4.</b>	<p><b>CUSTOMER SERVICE</b></p> <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 Accountants 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> </ul>

<b>KEY RESPONSIBILITY AREAS</b>		
		<ul style="list-style-type: none"> <li>• Be accessible for customer enquiries and respond to customers in a timely manner.</li> </ul>
5.	<b>OCCUPATIONAL HEALTH AND SAFETY (OHS)</b>	Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following: <ul style="list-style-type: none"> <li>• Execute OHS requirements in respective work areas;</li> <li>• Maintain cleanliness, good housekeeping and overall safe work environment; and</li> <li>• Undertake immediate correction and improvement action on any non-compliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.</li> </ul>
6.	<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>
7.	<b>OTHER DUTIES</b>	Any other duties as and when required by the Accountant; or Director, FBA; or PVC&CEO (Sarawak); or 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 / business-related discipline from a recognised institution, or a professional qualification in a relevant area. Master's degree holder in a relevant area can be considered.	Essential
2.	Professional membership (ACCA/CIMA/MICPA/MIA).	Highly Desirable
3.	An additional certification in Computing-related discipline would be an added advantage.	Highly Desirable

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