The School of Accounting seeks to appoint a highly motivated Administrative Officer. The main objective of this position is to provide high level support to the Head of School in the overall administration and management of the School of Accounting. The applicant will have significant responsibility for reviewing, creating and implementing effective administrative policies and procedures within the School, as well as effectively supervising and managing all administrative staff within the School. The job focuses on the financial, human resources, student, academic support (teaching and research) facilities and external relations functions of the School.

This is a fixed term appointment initially until December 2006, with the possibility of extension.

POSITION DESCRIPTION

BACKGROUND OF UNIT

The Faculty of Commerce and Economics at UNSW is one of the largest faculties within the University of New South Wales. The School of Accounting is recognised as the foremost accounting school in the Asia-Pacific region. The School of Accounting mission is to provide leadership in accounting thought and practice through excellence and relevance in teaching, research and community involvement. Many staff members of the School play a prominent role in relevant societies and provide senior advisory roles to government and business. The School also attracts considerable research funding from the Australian Research Council and other bodies.

A JOB PURPOSE

The main objective of this job is to provide high level support to the Head of School and staff in the overall administration and management of the School, and to effectively implement, supervise and manage all administrative processes and support staff within the School.

B DUTIES

Student Matters

- Prepare school timetable in consultation with Head of School and academic staff and ensure all classes have suitable facilities.
- Monitor enrolments and report to Head of School any significant variations in actual numbers from the planned enrolments.
- Manage and monitor the School's examination activities in relation to procedures and UNSW protocol. Ensure that final exams are recorded correctly in NSS and that Examination Branch is advised of any special academic requirements.
- Allocate the marking load of final exams to academic staff in consultation with Head of School.
- Co-ordinate collection and submission to the Registrar of examination results within established deadlines.
- Approve re-assessment of marks as determined by lecturer-in-charge of course.
• Manage the holding of supplementary exams and processing of results.
• Administer summer session courses; this includes arranging suitable accommodation for classes and co-ordination of associated exams.
• Manage student related matters on NSS and provide associated reports as required, e.g. class lists, academic transcripts and consideration reports.
• Assess and approve enrolment of students in Non-Award Accounting courses.
• Assess and approve enrolment of Study Abroad students in Accounting courses.
• Supply information and guidance to students with regard to Accounting courses and programs, especially the meeting of CPA or CA requirements.
• Prepare a schedule detailing order of sequence of courses for both full-time and part-time students enrolled in the Masters of Professional Accounting and Masters of Professional Accounting (Extension). Ensure that there are no clashes with courses offered by other Schools in this program.
• Oversee and co-ordinate all aspects of course and teaching evaluations according to UNSW policy. Advise academics of the procedures to follow when conducting evaluations. Prepare summary reports of course evaluations for Head of School.
• Determine course prize-winners and enter information in NSS.
• Approve the printing of course notes to students which are sold through the UNSW Bookshop. Set the price and maintain records to account for revenue received, and comply with the UNSW policy regarding sale of course notes.

Human Resources
• Prepare paperwork for advertising positions for general and academic staff, i.e. position descriptions, advertisements and information packages.
• Act as presiding member of selection committee for general staff appointments.
• Assist the Head of School in inducting new staff and ensure all necessary preparations are made prior to commencement of duties (room allocations, computer hardware and software purchases, communications needs, after hours access etc).
• Advise new staff on some of UNSW policy and school procedure. eg. travel
• Supervise general staff tasks and workloads in collaboration with the Head of School.
• Calculate teaching loads of academic staff in accordance to UNSW policy and in consultation with Head of School.
• Ensure casual academic and contract staff are appointed according to UNSW policy.
• Authorise salary payments for casual academic staff, research assistants and peer support staff.
• Prepare the required paperwork for academic visitors to the School and arrange accommodation as required.
• Approve leave on-line and ensure that all staff are familiar with this system.
• Ensure staff who resign from school have completed exit check list.

Facilities
• Approve requisitions for works and services, telephones, communications etc and liaise with relevant units within the University Facilities Section.
• Book rooms online for all tutorials, lectures, mid-session and supplementary exams.
• Liaise with departments within the University to ensure the School's facilities comply with UNSW and Faculty protocols and policies
• Represent the School on Faculty committee concerning school relocation.
• Comply with copyright laws and ensure that all staff are aware of these laws.
• Monitor telephone charges incurred by each staff member and report to Head of School of any significant usage.
• Ensure school has appropriate licences for software and that we follow UNSW policy.
• Approve after hours access to building for staff and appropriate research students

Financial
• Prepare school's budget for the year and monitor income and expenditure to ensure budget targets are being achieved.
• Prepare budget estimate for the cost of employing casual academic staff.
• Prepare school accounts for Head of School to present at School Advisory meetings.
• Examine and report on NSS financial systems on a regular basis to ensure all records are accurate and comply with UNSW policies, procedures and guidelines.
• Monitor, reconcile and manage the income and expenditure of the School's research centre and special purpose grants.
• Allocate research funds to staff based on school performance criteria.
• Manage incidentals such as School purchase cards and cabcharge and ensure their use is within UNSW, Faculty and School policies, procedures and guidelines.
• Manage all travel bookings, both local and international and advise staff on UNSW travel policy.
• Oversee that the school’s asset records comply with UNSW policy.
• Order major equipment such as photocopiers and faxes as per UNSW guidelines. Determine if equipment should be serviced or replaced.
• Ensure that the use of the school credit cards complies with UNSW rules and procedures.
• Maintain a register of school and Centre commercial activities as per UNSW policy.
• Ensure all accounts are paid in a timely manner in accordance with all relevant policies, procedures and guidelines.
• Apply the principles and technology in ordering online or by credit card goods and services required by the school.
• Approve E-Procurement orders

General
• Act as contact and coordinator for Courses & Careers Day and Information Day. Recruit academic staff to assist at these events.
• Prepare School U/G Booklet and ensure information is up to date.
• Update both Undergraduate and Postgraduate Faculty Handbook, Calendar and other promotional material.
• Assist in the preparation and editing of the School of Accounting’s Annual Report.
• Member of the School’s Advisory Committee.
• Ensure the printing needs of the school are met by either in house printing or submitting jobs to the UNSW Central Print Unit.
• Ensure School web pages are up to date and that they comply with UNSW policy and Faculty guidelines.
• Maintain school records in accordance to Audit and statutory requirements.
• Conduct risk assessment in respect of conferences hosted by School of Accounting and other school events.
• Collect copies of articles published by staff and oversee their entry in the UNSW Research Database. Identify publications which meet DEST requirements.
• Calculate performance indices of school and identify research active staff according to UNSW policy.

External to UNSW
• Assist in the completion of Annual Accreditation and 5 year Accreditation surveys as required by the Accounting Organisations, CPA Australia and CA.
• Maintain close links with Securities Industry Research Centre of Asia-Pacific (SIRCA) as their funding is channeled through the school accounts.

C  STATISTICS

<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academics in School</td>
<td>35</td>
</tr>
<tr>
<td>General Staff in School</td>
<td>3</td>
</tr>
<tr>
<td>Casual and Contract staff</td>
<td>20</td>
</tr>
<tr>
<td>Budget responsibility</td>
<td>$550,000</td>
</tr>
<tr>
<td>Conferences per year: School</td>
<td>2</td>
</tr>
<tr>
<td>Teaching load taught 2005</td>
<td>990.3</td>
</tr>
</tbody>
</table>

D  REPORTING RELATIONSHIPS

Supervisors Title: Head of School
Positions reporting to this position: Admin Officer 5 and Admin Assistant 4

E  PRINCIPAL ACCOUNTABILITIES

• Timely and accurate production of school budgets and financial reports.
• Accurate and up to date spreadsheets for: budgets and accounts; teaching loads and marking allocations.
• Accurate and timely completion of all relevant forms.
• Ensure all new staff receive a complete induction process.
• Ensure casual academic and contract staff are appointed according to UNSW policy.
• Ensure all casual and contract staff are paid accurately and with minimum delays.
• Ensure that the school environment meets all OHS standards.
• School website is accurate and up-to-date.
• Ensure school timetable is accurate and meets the needs of staff and students.
• Examination results are submitted according to established timeframes.
• Ensure teaching and course evaluations are performed according to University policy.
• Sale of course material to students complies with University policy.

F  MINIMUM EDUCATION REQUIRED
A relevant degree plus a minimum of 4 years experience in a similar role or a combination of other relevant qualifications and experience.

G  SELECTION CRITERIA
Essential Criteria

- A relevant degree plus a minimum of 4 years experience in a similar role or a combination of other relevant qualifications and experience.
- Excellent organisational skills.
- Proven ability to work independently.
- Demonstrated excellent interpersonal, oral and written communication skills.
- Experience in a busy and diverse service based office.
- Proven ability to effectively interact with a diverse group of people.
- Proven initiative and problem solving skills.
- Demonstrated experience in developing an effective budget.
- Experience using financial databases to reconcile accounts and produce management reports.
- Knowledge of university administrative databases.
- Excellent working knowledge of Microsoft Office products, email applications and ability to utilise the internet to research information.
- Experience providing high level administrative support to managers.
- Proven ability to coordinate the work of several staff in period of peak workload to achieve desired outcomes.
- Willingness and capacity to implement required OHS policies and safe work practice.
- Knowledge of EEO/AA principles

Desirable Criteria

- Previous experience in university administration.
- Experience with Contribute and the ability to maintain and develop websites.
- Experience using PeopleSoft particularly in a University environment.
- An understanding of current OH&S requirements as they apply to staff and students.

Applicants must systematically address the selection criteria. A position information package is also available from:

http://www.accounting.unsw.edu.au/employment

Having read all the documentation, enquiries may then be directed to Colin Withers telephone (61 2) 9385 5830 email: c.withers@unsw.edu.au or Professor Roger Simnett telephone (61 2) 9385 5825 or email: r.simnett@unsw.edu.au

Application close 7 July 2006.