

POSITION DESCRIPTION



Position	Finance Functional System Analyst
Level/Classification	HEW0809
Reports to	Finance Functional System Lead
Unit	Financial Compliance
Directorate	Finance Office
Positions Supervised	Nil

Position Purpose

The purpose of the Finance Functional System Analyst is to provide first line system support to the Finance Office and University for all applications for which the Finance Office has responsibility (FO applications). The role provides expertise, advice and troubleshooting across a range of areas and is facilitated through a deep understanding of Workday Finance functionality and will support the Finance Functional Lead in enabling reliable and sustainable finance service delivery through effective implementation, maintenance, and improvement of FO applications.

The role will maintain and build knowledge capability in FO applications across the Finance Office via documentation (i.e., Quick Reference Guides, Policies and Procedures) and training.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Biddi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.

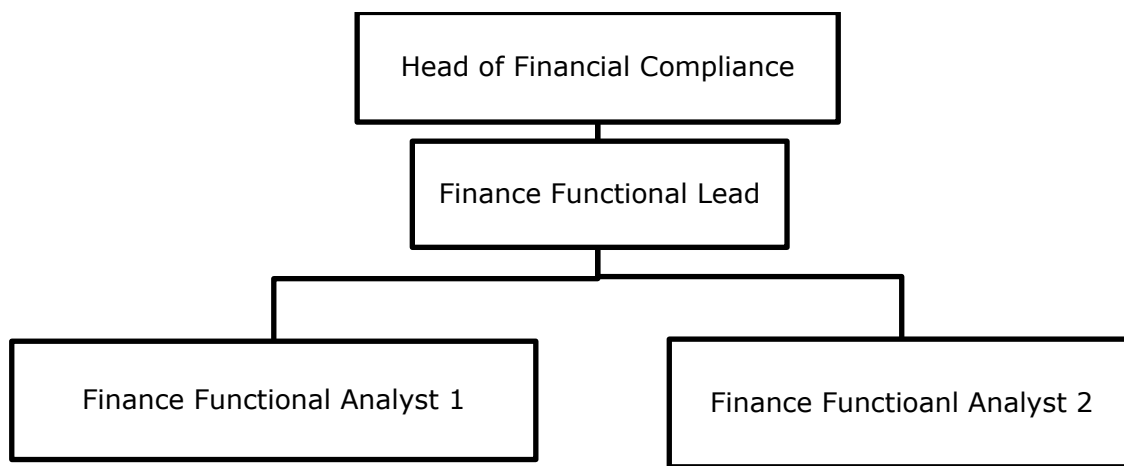
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

Finance's vision is to be a proactive, valued, and trusted business partner supporting the University's strategic plan and the team is dedicated to creating a customer focused and collaborative environment, empowering decision makers in the delivery of innovative education and research.

Reporting Relationships



Key Responsibilities/Duties

Under the guidance of the Finance Functional System Lead:

1. Contribute to the development of, and execute, the Finance Office Application Strategy and Roadmap that enables the Finance Office to optimise its use of technology.
2. Partner with the Finance Office SMEs to document and maintain key Finance business processes and integrations with all FO applications and applications not deemed the responsibility of the FO, which impact the Finance Office.
3. Works with the Functional Lead to evaluate releases and functionality to identify opportunities to improve and optimize the use Workday Head of Financial Compliance Finance Functional Lead Finance Functional Analyst Murdoch University Position Description – Professional Positions
4. Facilitate upgrades and changes to FO applications including the resulting changes to Finance business processes, configure, test, validate and implement whilst maintaining appropriate application documentation and audit trails.
5. Design and deliver FO application reports, including financial reports.
6. Support the development and maintenance of FO application related policies and procedures.

7. Support the maintenance of effective system controls including security.
8. Undertake Workday training for Finance Office and other areas of the University as required to ensure Workday acceptance is maintained and the system is fully utilized and regularly provides on the job support to Finance users in this regard
9. Support the maintenance of interfaces / integrations from other internal and external applications.
10. Maintain master data values / fields in Workday e.g. Foundation Data Model, Supplier Masterfile, Customer Master File etc.
11. Provide FO application support for cyclical events (daily, monthly and year end) for Finance Office and wider user community ensuring, that deadlines are met to enable the timely reporting of financial information.
12. Serve as the Finance Functional partner supporting all Finance areas FO applications.
13. Liaise with internal and external stakeholders, including being the first point for end user support, being able to answer a broad range of basic queries to support the Finance Office and the University and build domain knowledge for system optimization. Also acting as an escalation/triage resource for complex cases capturing additional support information and escalating to SMEs or AMS as required.
14. Actively participates in scheduled and ad hoc training in order to optimize the Workday platform for MU and applies university needs and nuances to the activity to ensure improvements in policy, process and ultimately technology and system optimisations. Passes learnings onto relevant roles.
15. Carry out, and assist with, other duties as required.

Selection Criteria

Essential

1. Relevant tertiary qualification in Accounting, Finance or IT (or a more general degree with a major in one of these disciplines).
2. Demonstrated accounting experience in a finance department with a medium to large organisation, or other related business experience.
3. Extensive experience in Workday functionality, or other ERP systems.
4. Demonstrated understanding of: a. Technology enabled Finance business processes improvements to enhance deliver and support stakeholders; b. Understanding user information needs, including data extraction, manipulation, analysis and report writing; c. System integration; and d. System controls and governance, including but not limited to security roles.
5. Demonstrated strong analytical skills and an ability to analyse and document data quality issues and recommend the resolution of these to ensure a strategically and operationally sound system in terms of data validation.
6. Be able to provide end user support for FO applications. Murdoch University Position Description – Professional Positions
7. Highly effective communication, customer service and interpersonal skills, including the demonstrated ability to interact constructively and collaboratively and train staff at all levels of the organization. Ability to develop and maintain training material.
8. Exceptional interpersonal skills to collaborate, influence and partner effectively with Finance stakeholders, roles from across the University hierarchy, and external parties.

9. Excellent organisational and time management skills with the ability to set priorities and meet deadlines to ensure objectives are met.

Desirable

1. Experience in a similar position in a University or Large Organisation.
2. Experience in the operation and maintenance of Workday.
3. Experience in operation and maintenance of budgeting systems software.

Work Requirements

1. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure.
2. Ability to work outside of normal office hours when required.
3. Possess the legal right to work in Australia

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.