HR and Finance Manager

Position description

<table>
<thead>
<tr>
<th>Employer</th>
<th>Monash Graduate Association Inc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level/Classification</td>
<td>HEW 6/ HEW 7</td>
</tr>
<tr>
<td>Employment Type</td>
<td>Full-time Continuing</td>
</tr>
<tr>
<td>Work Location</td>
<td>Clayton Campus</td>
</tr>
<tr>
<td>Date document created/updated</td>
<td>2018/June 2023</td>
</tr>
</tbody>
</table>

Organisational context
The Monash Graduate Association Inc. (MGA) is an independent incorporated body that is responsible for, and answerable to, the Monash University graduate community, as represented by the MGA Executive Committee (MGAEC). The MGA is the cross-campus representative body for all graduates enrolled through Monash University and is recognised as such by Monash University in the University’s Regulations. Services and support are provided to over 26,000 graduates across the Victorian campuses of Caulfield, Clayton, Parkville and Peninsula as well as numerous off campus locations.

The MGA provides services and support to graduates studying by distance education, as well as off-campus graduates located at the Alfred Hospital complex, Monash Medical Centre and over 40 other government, medical and private organisations within Victoria. The MGA also provides limited support to graduates enrolled through the Monash Malaysia campus.

The MGA runs two full-time offices; one located at Clayton campus and one office at Caulfield campus. Regular office/advocacy sessions are scheduled for the smaller sites. Services provided to graduate students include advice and advocacy, representation, social events, academic support in the form of workshops and seminars, orientation and transition, information dissemination in the form of graduate-specific publications and website, policy development and quality assurance.

The MGAEC is the representative and governing body of the MGA. The Executive Officer of the MGA works closely with the MGA President and reports directly to the MGAEC. The management of all staff and operations of the MGA is the responsibility of the Executive Officer.

Why our staff work with us
Position purpose
Under the direction of the Executive Officer, the HR and Finance Manager is responsible for providing operational support to the Association. The scope of the position includes human resources, finance, occupational health and safety (OHS) and sustainable practices of the organisation.

The HR & Finance Manager will work to ensure the financial and HR compliance of the Association and create a staff culture which aligns with the MGA’s core values. They will delegate the submission of Business Activity Statements to the external Bookkeeper and an annual financial audit to an external Audit company.

- **Reporting line**: The HR and Finance Manager will report to the Executive Officer.
- **Supervisory responsibilities**: The HR and Finance Manager will supervise or manage staff working in their area including the Finance Assistant, OHS & Facilities Officer and from time-to-time casual assistants.
- **Level of supervision**: General direction (HEW6) to broad direction (HEW7)
- **Financial delegation and /or budget responsibilities**: There are no financial responsibilities associated with the HR and Finance Manager position.
- **Contribution to UN Sustainable Development Goal Targets**:
  - 3.4
  - 5.5, 5c
  - 7.3
  - 8.5, 8.8
  - 9.4
  - 10.2, 10.3, 10.4
  - 12.3, 12.5
  - 13.3
  - 17.14
Staff organisational chart
Key result areas and responsibility

HR
- Provide advice to staff on the provisions within the MGA Enterprise Agreement and assist the Executive Officer with the preparation of updates to the agreement as required.
- Ensure MGA staff entitlements remain up-to-date with changes to National Employment Standards, Higher Education Industry Award, Victorian employment legislation and are in-line with MGA EA provisions.
- Preparation and maintenance of HR forms including appointments, honoraria, TOIL database, and timesheets.
- Maintenance of reconciliation databases for casual timesheets, leave liabilities and staff entitlements.
- Development of wellbeing and staff development initiatives and programs to create a healthy and engaging workplace.
- Coordination of the annual Employee Engagement Survey.

Finance
- Provision of budgetary advice to Unit managers and preparation of the annual budget in conjunction with the Executive Officer.
- Oversight of MGA financial transactions and use of third-party financial platforms including the monthly reconciliation of all bank accounts.
- Management of the annual financial audit and preparation of advice to the MGAEC Vice-President on the MGA’s financial position.
- Ensuring compliance of filing and record holding of financial and HR documentation in line with government requirements.
- Ensuring MGA financial regulations, policies and procedures remain relevant, comply, and align with financial standards, University regulations and Government legislation.

Administrative responsibilities
- Chair the MGA OHS Committee and ensure there is a culture of safety and compliance within the organisation.
- Coordinate the annual carbon audit and maintain MGA’s Climate Active Status.
- Assist the Executive Officer the administration of the MGA Executive Committee.
- Represent the MGA at University-run events and meetings as directed.
Key selection criteria

1. Tertiary qualification and/or relevant knowledge, training and experience.
2. Experience in human resources administration.
3. Experience with financial management platforms.
4. Staff management experience.
5. Excellent oral and written communication.
6. Excellent conceptual and analytical skills.
7. Well-developed inter-personal skills
8. Demonstrated organisational and time management skills, including the ability to plan and evaluate activities, set priorities, work independently.
9. Ability to work effectively with people from diverse backgrounds and age groups, different cultures and professions, and to create an inclusive workplace culture.

Other job-related information

- The incumbent will be expected to assist in other areas of MGA service delivery when required.
- Travel to and work on other campuses and off-campus sites may occasionally be required.
- Some out-of-hours work may be required.
- There will be peak periods of work during which the taking of leave may be restricted.

Legal compliance

All staff employed by the MGA must be aware of and adhere to state and federal legislation and MGA policy relevant to the duties undertaken including in the areas of: Equal Opportunity; Discrimination; Occupational Health and Safety; Privacy; and Finance.