



### Position Description

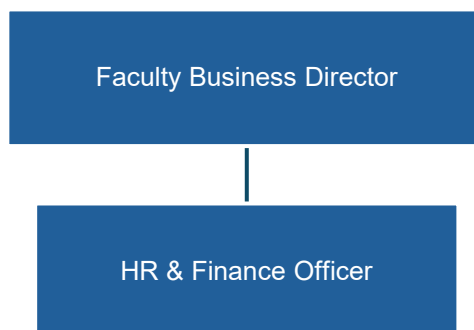
<b>Position Title:</b> HR & Finance Officer	<b>Classification:</b> Bond Level 3
<b>Faculty/School/Office:</b> Bond Business School	<b>Date Position Classified/Updated:</b> April 2026

#### Purpose of the Position:

The purpose of this position is to work with the Faculty Business Director to provide Human Resources (HR) and Financial support to the Bond Business School. This includes inputting the School's HR paperwork such as Academic and Professional staff employment contracts, employment variations and Academic rehires contracts. The role will also provide financial coordination and support in relation to financial transactions, specifically, the accounts payable, accounts receivable, professional development travel, credit card reconciliations, expense claims, FBT, and petty cash. It will support the Student Affairs and Service Quality and Learning and Teaching Managers where required.

#### Reporting Relationship:

This position reports to the Faculty Business Director:



#### Selection Criteria:

- Post-secondary qualifications in business, finance or office administration or equivalent work experience.
- Demonstrated ability to maintain the highest level of discretion and professional skills handling sensitive and confidential financial and staff data.
- A working knowledge of financial practices and HR processing and transactional tasks.
- Experience with understanding and interpreting financial data with excellent attention to detail.
- Demonstrated ability to accurately convey complex written and oral information
- Experience with data entry, data checking and database maintenance, queries and running a range of reports.
- Demonstrated effective interpersonal skills that build productive relationships with academic and administrative staff and central business units within the University.

**Desirable Criteria:**

- Competency in the use of Finance One, or capacity to rapidly acquire proficiency.
- Competency in the use of HR Connect, or capacity to rapidly acquire proficiency

Competency	Responsibility
<b>Faculty Finance and HR</b>	<ul style="list-style-type: none"> <li>• Creation &amp; delivery of Faculty purchase orders.</li> <li>• Collation and checking of Faculty staff expense claims and completion of relevant forms including FBT compliance.</li> <li>• Collation and electronic reconciliation and coding of Faculty staff credit card expenditures.</li> <li>• Complete stationery orders and PO authorisation for the Faculty.</li> <li>• Collation of Faculty invoices and obtaining relevant approvals if no PO raised for payment to supplier.</li> <li>• Raising new supplier form requests for the Faculty</li> <li>• Raising of relevant Faculty invoices to external parties for payment of costs to Bond University.</li> <li>• Assist the Faculty Business Director with Faculty, Centre, restricted fund and academic research and development budget reports.</li> <li>• Administer the Faculty's financial filing system.</li> <li>• Work with the Faculty Business Director to administer Faculty HR processes, including the preparation of on-boarding, contract variations, resignations and visa compliance.</li> <li>• Contribute to the faculty staff induction process.</li> <li>• Responsible for Faculty and visitor travel and accommodation requirements Identify ways to improve current work processes in order to establish more streamlined practices and improved customer outcomes</li> </ul>
<b>Quality Assurance and Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Demonstrate an understanding of, and contributes to, quality assurance and continuous improvement activities relevant to the role.</li> <li>• Perform duties in alignment with the Bond University Strategic Plan, University policies, and established quality assurance and review processes.</li> </ul>
<b>Cultural Safety, Inclusion and Respect</b>	<ul style="list-style-type: none"> <li>• Demonstrate respect for diversity and contributes to a culturally safe, inclusive and discrimination free workplace.</li> <li>• Engage respectfully with staff, students and stakeholders from diverse cultural, linguistic and social backgrounds, including Aboriginal and Torres Strait Islander peoples.</li> <li>• Comply with University policies and applicable anti discrimination and workplace behaviour legislation.</li> <li>• Participate in relevant training or development activities that support cultural safety and inclusive practice.</li> </ul>
<b>Work Health and Safety Responsibilities</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for own health and safety and that of others, in accordance with the Work Health and Safety Act 2011 (Qld).</li> <li>• Comply with University WHS policies, procedures and instructions, including those relating to psychosocial health and safety.</li> <li>• Promptly report hazards, incidents and risks to their manager or through established reporting mechanisms.</li> <li>• Where the role has supervisory or managerial responsibilities, ensure risks are assessed, appropriate controls are implemented, and workers are consulted in accordance with WHS legislation.</li> <li>• Complete mandatory and assigned WHS training.</li> <li>• Comply with return-to-work program requirements following injury/illness.</li> </ul>

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.