

FINANCE AND ADMINISTRATIVE ASSISTANT (APPRENTICE)

DEPARTMENT/UNIT	Monash University, Prato campus
FACULTY/DIVISION	Office of the Deputy Vice-Chancellor (International) and Senior Vice-President
CLASSIFICATION	Italian national employment contact ANINSEI Level 3
DESIGNATED CAMPUS OR LOCATION	Prato campus, Italy

ORGANISATIONAL CONTEXT

At [Monash](#), work feels different. There's a sense of belonging, from contributing to something groundbreaking – a place where great things happen. You know you're part of something special and purposeful because, like Monash, your ambitions drive you to make change.

We have a clear purpose to deliver ground-breaking intensive research; a world-class education; a global ecosystem of enterprise – and we activate these to address some of the [challenges](#) of the age, Climate Change, Thriving Communities and Geopolitical Security.

We welcome and value difference and [diversity](#). When you come to work, you can be yourself, be a change-maker and develop your career in exciting ways with curious, energetic, inspiring and committed people and teams driven to make an impact – just like you.

We champion an [inclusive workplace culture](#) for our staff regardless of ethnicity or cultural background. We have also worked to improve [gender equality](#) for more than 30 years. Join the pursuit of our purpose to build a better future for ourselves and our communities – [#Changelt](#) with us.

The **Monash University, Prato campus** and the Monash University European Research Foundation ETS, co-located in Italy, are Monash University's European base for international education and research. In Prato we deliver immersive education experiences for students across our global campus network and we drive collaborative research networks for global impact. As an anchor institution, our collaborations with institutions, industry, government, alumni and community organisations in Prato, as well as elsewhere in Italy and Europe, enhance the experience of our students, deepen the impact of our research programs, and contribute to scientific, social, economic and cultural benefits to our local community and beyond.

POSITION PURPOSE

The Finance and Administrative Assistant (Apprentice) provides administrative support services to the Monash University, Prato campus and its staff. The Finance and Administration Assistant (Apprentice) is often the first point of contact for enquiries from professional staff, academics, external contractors and suppliers, and the general public and as such plays a key role in conveying the professional image of the Monash University, Prato campus.

The Finance and Administrative Assistant (Apprentice) is also an integral part of the administrative team and provides a range of support services including assisting with all booking tasks, processing purchase orders and local invoices, preparing finance and bank balance data, reconciling corporate credit cards, compiling summary reports that track and monitor budget spending, and arranging and issuing internal charges and journals.

Reporting Line: The position reports to the Senior Coordinator, Finance and Administration

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budgetary Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. Assist with a range of financial administrative services such as; bookkeeping, assisting with bank management, reviewing and reconciling accounts, initiating and managing the procurement to payment process, assisting with ledgers maintenance, and data entry
2. Undertake filing and maintain and update filing systems.
3. Contribute to the preparation of internal guidelines and business practice documentation.
4. Provide high-levels of customer service in accordance with prescribed practices and protocols
5. Provide suggestions about improvement of services and processes and participate in any long-term improvement projects.
6. Maintain open and effective channels of communication with staff, clients and other stakeholders, and participate in activities to ensure a positive workplace culture
7. Other duties as directed from time to time.

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
 - A high school certificate from a technical school specialised in accounting or a similar field; or a post-high school qualification in a similar field.
 - an equivalent combination of relevant experience and/or education/training.

Knowledge and Skills

2. Native (or near native) written and oral communication skills in Italian and very good written and oral communication skills in English.
3. A deep practical understanding of double-entry accounting.
4. Sound administration skills.
5. Good organisational skills, including the ability to manage time and meet deadlines.
6. Sound attention to detail and accuracy.
7. Sound communication skills and ability to liaise positively with colleagues and clients.

8. Computer literacy and word-processing skills.
9. Demonstrated commitment to learning, problem-solving, critical thinking, and accountability.

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

GOVERNANCE

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.