



## Position Description – Executive Coordinator, Office of the Chief Financial Officer

### Position Details

**Position Title:** Executive Coordinator, Office of Chief Financial Officer

**College/Portfolio:** Finance & Assurance **School/Group:** Office of the Chief Financial Officer

**Campus Location:** Based at the City campus but may be required to work and/or be based at other campuses of the University.

**Classification:** HEW6

**Time Fraction:** 1.0

**Employment Type:** Continuing

**Reporting Line:** Chief Financial Officer

**No. of Direct reports:** Nil

### RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

### Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



**Inclusion** **Imagination** **Integrity** **Courage** **Passion** **Impact**

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

## Organisational Accountabilities

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RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

## Leadership at RMIT

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At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be–Know–Do* Leadership Model:

**Be** – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

**Know** – We are self-aware, and understand our stakeholders, our sector and priorities.

**Do** – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

## College/Portfolio/Group

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Finance and Assurance partners with other areas of the university in achieving the organisation's objectives, by strategically orienting its provision of financial services as well as governance and risk management activities to the delivery of the core operations of the university.

- Financial management, reporting and advice
- Budget development and management
- Financial evaluation and financial planning
- Procurement

## Position Summary

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The Executive Coordinator, Office of the Chief Financial Officer is responsible for providing high quality, executive level administrative support to the Chief Financial Officer (CFO) and at times to members of the Finance & Assurance Executive team. The Executive Coordinator, Office of the Chief Financial Officer is also responsible for supporting the Associate Director to ensure the effective administration of the portfolio. The Executive Coordinator, Office of the Chief Financial Officer will assume responsibility for specific tasks which support the Finance & Assurance Portfolio operations more broadly. The nature of the position requires regular contact with the senior management of the University, members of the university's Council and is the first point of contact for internal and external stakeholders wishing to communicate with the CFO. The position will require you to interact professionally with external agencies and companies, government officials and staff in other educational institutions, as well as broadly across the University.

## Key Accountabilities

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1. Provide high level, confidential and professional executive support to the Chief Financial Officer (CFO), to maximise the productive use of their time, including correspondence, visitor and diary management, internal and external meetings.
2. In collaboration with the People Business Partner and Senior Leadership team members, apply and maintain appropriate and consistent systems including team communications, document control, diary management, and on/offboarding documentation, to ensure that executive support is consistent, compliant and flexible across the portfolio.
3. Provide administrative support for Senior Leadership meetings, external Board, University Executive (UEC), Council and Sub-Committee meetings including but not limited to proof reading and formatting of finalised submissions, preparation & distribution of action items, agendas and materials, and having the confidence & professionalism to request timely management responses and attention with action tracking.
4. Work closely with Secretariat (Council, ARMC, UEC) to ensure submissions meet deadlines, actions are completed, and any other requests/requirements to work towards successful Governance cycles.
5. Oversee, organise and coordinate meetings, events and functions including booking venues, catering, AV & IT requirements, set up and track event related transactions and coordinating other staff.
6. Organise travel and accommodation arrangements for CFO and their leadership team (when required)
7. Provide efficient financial management for the Office of the CFO including processing invoices for key stakeholders and credit card reconciliation.
8. Participate as an effective and flexible member of the team through contributing to the team's planned goals by completing tasks in an accurate and timely manner and contribute to a culture of collaboration and continuous improvement through assisting with streamlining processes, communication lines and support services.
9. Provide guidance to support staff within Operations Portfolio and Colleges with best practice advice to ensure provision of high-quality office services and support Finance & Assurance activities and information flow within the organisation, to deliver on its strategic priorities.
10. Maintain effective working relationships and be a proactive contributor with key RMIT and external stakeholders and participate in key RMIT forums as required. Eg. UEC Support group, UEC EA & Operations EA Groups, Ourplace Group and OPEG Committee.
11. Provide advice, interpretation, develop and apply knowledge of relevant policies, practices and standards to organise and prioritise work, while using judgment to solve problems arising in own work area.
12. Other duties as directed within the scope of this classification.

## Key Selection Criteria

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1. Extensive experience in providing high-level secretarial and administrative support to a senior executive or equivalent in a university environment or similar large and complex organisation including diary and travel management, correspondence, management, document development, information management and high-level stakeholder liaison.
2. Demonstrated ability to work effectively, flexibly and collaboratively with colleagues within and beyond the immediate work unit, contributing to the achievement of team goals.
3. Demonstrated commitment to quality and continuous improvement, and proven ability to interpret and apply policies, procedures, and systems consistently, provide advice and to drive creative solutions through to implementation within the immediate work area.

4. Proven ability to work independently, use initiative and prioritise tasks and meet deadlines in a demanding environment with excellent attention to detail and a commitment to quality assurance.
5. Demonstrated highly developed organisation, interpersonal, oral and written communication skills and the proven ability to liaise effectively with a wide range of management, staff and external parties on complex, sensitive and confidential issues.
6. A high order of analytical and problem-solving skills and the demonstrated ability to develop and implement innovative and creative solutions.
7. Demonstrated high-level computer skills using Word, Excel, PowerPoint, a variety of booking and reconciliations systems, internet and email with the focus on accuracy and attention to detail.

## **Qualifications**

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- A relevant tertiary qualification, and/or proven experience

## **Working with Children Check**

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Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.