

 RMIT Vietnam**Financial and Administrative
Coordinator****Position Details**

Position Title:	Financial and Administrative Coordinator
Division/ Centre:	The School of English and University Pathways
Department:	RMIT
Campus Location:	Saigon South
Job Grade/ Classification:	PSV 5
Time Fraction:	1.0 FTE

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 90,000 students and 10,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, Spain, as a gateway for European research, industry, and government partnerships. Programs are offered through transnational partners in Singapore, Hong Kong, Sri Lanka, India and mainland China, with research and industry partnerships on every continent.

RMIT Standings in university rankings

RMIT is ranked 119th in the 2027 QS World University Rankings consolidating its reputation as a global leader in education and research. The University is also now ranked 10th in Australia.

The University is ranked 5th globally for its work to reduce inequalities (SDG 10), 30th in supporting decent work and economic growth (SDG 8), and overall 56th worldwide in the 2025 Times Higher Education Impact Rankings.

RMIT has eight subject areas ranked among the world's top 100 in the latest QS World University Rankings by Subject. Three subjects are ranked in the global top 50, with Architecture & Built Environment maintaining its strong global position at 15th while rising to 1st in Australia. Library & Information Management also improved to 1st in Australia and is ranked 29th globally. Art & Design continues to be recognised among the world's leading disciplines, ranked equal 19th globally and 1st in Australia. Additional subjects ranked in the global top 100 and among the top 10 in Australia include Materials Science, Accounting & Finance, Communication & Media Studies, Data Science &



Position Summary

The Financial and Administrative Coordinator provides financial, purchasing, contract and administrative coordination for the School of English and University Pathways (SEUP).

The role works closely with the Director, School Manager, Heads of Program, administrative staff and RMIT central service teams, including Finance, Legal, Procurement, ITS and Property Services. It also works with external stakeholders, including corporate clients, government, partner institutions, and international and foreign-based universities. The position coordinates information and documentation across different organisations, systems, processes, time zones and cultural contexts, ensuring information is accurate, timely, appropriately documented and progressed through the relevant approval and governance processes.

The Financial and Administrative Coordinator provides accurate and timely financial information, supports effective financial controls and contributes to sound operational decision-making. The role provides financial and administrative advice to SEUP leadership, managers, and staff within its area of responsibility and identifies opportunities to strengthen processes, improve efficiency and mitigate financial and operational risks. The role requires a high level of attention to detail, sound financial understanding, strong digital and technology capability, and the ability to work confidently with financial, administrative and business systems.

Reporting Line

Reports to: School Manager

Reporting lines may be adjusted in line with organisational changes.

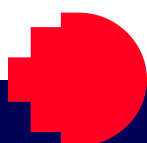
Key Accountabilities

1. Financial management, budgeting and reporting

- Coordinate SEUP's budgeting and forecasting cycles by entering budget items, gathering inputs from program teams and preparing reports for review by the School Manager and Central Finance.
- Monitor budgets, revenue and expenditure across SEUP programs and portfolios.
- Prepare regular financial reports, reconciliations and forecasts, including analysis and commentary to support informed financial and operational decision-making.
- Support year-end accrual processes and adjust budget line items as required, ensuring financial records accurately reflect commitments and expenditure.
- Maintain accurate and confidential financial records in accordance with RMIT policies, procedures and financial controls.
- Identify financial risks, discrepancies and emerging trends, escalating issues and recommending corrective actions where appropriate.

2. Purchasing, invoicing and financial administration

- Act as a key SEUP contact for purchasing, purchase orders, invoices, claims and related financial processes.
- Coordinate asset planning, purchasing, recording, maintenance and disposal in consultation with ITS, Finance and Property Services.
- Coordinate the timely and accurate processing of purchasing and payment transactions.
- Provide guidance and training to administrative staff on purchasing, invoicing and reconciliation processes.
- Identify opportunities to streamline purchasing and financial administration processes and improve efficiency.
- Ensure transactions comply with RMIT financial delegations, procurement requirements and relevant policies.
- Monitor outstanding financial transactions, approvals and actions, following up with relevant stakeholders to ensure timely resolution.
- Maintain appropriate financial records and documentation to support financial controls, audit requirements and business continuity.



3. Contracts and program administration

- Coordinate the documentation, review, approval and administration of service, goods, corporate training, memoranda of understanding (MOUs) and other relevant agreements, from initiation through to execution, renewal and closure.
- Liaise with Legal, Finance, Tax, Procurement and other relevant teams to support timely contract processing in accordance with RMIT requirements.
- Maintain an accurate contract register, including key dates, obligations, renewals and financial information, and proactively monitor upcoming milestones and actions.
- Liaise with external stakeholders, including government, corporate clients, partner institutions and international universities, in relation to contracts, MOUs and other programme arrangements.
- Coordinate the collection and maintenance of supporting documentation and evidence required for contractual, financial, compliance and audit purposes.
- Perform other duties commensurate with the scope of the role.

4. Governance, Compliance and Continuous Improvement

- Support compliance with RMIT policies, procedures, delegated authorities and relevant governance requirements.
- Support to identify financial, operational and contractual risks, escalating issues and supporting agreed mitigation actions.
- Coordinate information required for school-level governance, audit and reporting purposes.
- Provide accurate and timely information to support accountability, planning and decision-making.
- Handle confidential, personal and commercially sensitive information appropriately.
- Identify opportunities to improve SEUP's processes, systems and data quality, recommend practical solutions, and support staff in adopting consistent practices for system use, data management, documentation and reporting.

Key Selection Criteria

A. Qualifications and prerequisites

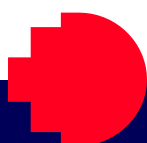
- A relevant undergraduate degree in accounting, finance, business administration or a related discipline, or an equivalent combination of education and relevant experience.
- Ability to satisfy RMIT English-language standards relevant to the position.
- Relevant training or experience in procurement, contract administration, business analysis or systems improvement.

B. Professional experience

- Experience supporting financial administration, budgeting, reporting, reconciliation, purchasing, invoicing and contract administration.
- Experience working with financial processes and records in an organisation, preferably in education or a similar environment.
- Experience preparing reports, checking financial information and assisting with identifying variances or issues.
- Experience using financial, administrative and business systems, including spreadsheets and reporting tools.
- Experience contributing to process improvements and supporting the use of systems and digital workflows.
- Experience coordinating information, stakeholders, priorities and deadlines.
- Experience handling confidential and commercially sensitive information appropriately.
- Experience working with education providers, government or corporate organisations would be advantageous.

C. Competencies, skills and knowledge

- High level of attention to detail and accuracy.
- Sound understanding of financial management principles, including budgeting, forecasting, reconciliation, invoicing, revenue and expenditure monitoring.
- Strong analytical skills, with the ability to interpret financial information and provide practical recommendations.
- Strong digital and technology capability, including advanced spreadsheet skills and confidence learning and improving business systems.



- Demonstrated ability to identify inefficiencies and develop practical systems and process improvements.
- Strong written and verbal communication skills.
- Ability to work effectively with academic and professional staff, central service teams and external stakeholders; communicate financial and contractual information clearly; and handle sensitive information with discretion.
- Strong organisational skills and the ability to manage competing priorities.
- Ability to work independently and collaboratively in a changing operational environment.
- Commitment to confidentiality, ethical conduct, continuous improvement and RMIT values.
- Ability to demonstrate behaviours consistent with RMIT's values and policies.
- Ability to display appropriate behaviours in line with the position, RMIT Values and RMIT Leadership Model.

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS (General) with a score of at least 6.5 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Background checks

RMIT Vietnam is committed to providing a healthy and safe working, research and learning environment that enhances wellbeing across our community. As part of this commitment, all new employees are required to undergo background checks prior to commencing employment. Offers of employment are conditional upon the satisfactory completion of these checks. The specific requirements may vary depending on the nature of the role, as outlined in our Background Check Matrix.

Endorsed

Signature:

Name: Tammy Van

Title: HRBP

Date: Must filled section

Approved

Signature:

Name: Hossein Davari

Title: Director, School of English & University Pathways

Date: Oct 2026

