

Position Description

RUSU Finance Admin & Payroll Assistant



Organisational Unit	Finance & Human Resources
Location	RMIT City Campus, Melbourne. <i>May be required to travel to and work from other RMIT Melbourne Campuses on occasion as directed.</i>
Classification	SUE 3
Salary	Full Time Salary \$92,840 (\$55,704 for 0.6 FTE – 42 hours/fortnight)
Superannuation	Unisuper or as indicated by incumbent
Employment Type	Permanent Part time (0.6 FTE – 21 hours/week) Monday to Wednesday
Other Benefits	Employees are covered by an Enterprise Agreement
Closing Date	SUNDAY 30 AUGUST 2026 at 11.59PM
Contact	For further details and to apply, email rusu.jobs@rmit.edu.au
Advice to Applicants	Applications must include: 1) A CV (including 2 referees); 2) A cover letter specifically addressing how the applicant meets the key requirements of the role (maximum 2 pages)

About the RMIT University Student Union (RUSU)

The RMIT University Student Union Incorporated (RUSU) is the representative body of around 75,000 RMIT University students. We are a registered not-for profit. We are completely independent from RMIT University. RUSU has an annual operating budget of over \$7 million and employs 30 paid permanent staff members and 20+ student casuals. RUSU's main offices are in the CBD. We also operate at Bundoora and Brunswick campuses. RUSU is governed by a Student Union Council (board) of 29 elected student representatives. The staff and students of RMIT come from diverse backgrounds. RUSU values and champions diversity in the work that we do, and this is reflected in our programs and services.

- RUSU is **'for students - by students'**. This core value underpins our approach to everything we do. RUSU represents students' interests and undertakes a vast range of activities and services including:
- Student rights advocacy, representation and campaigns
- Compass student welfare outreach, referral and drop-in centres
- Social and cultural activities, events and parties
- Free Food events including weekly lunches, breakfasts
- Supporting around 100 affiliated student clubs and delivering a student volunteer program
- Provision of safe spaces including Queer Rooms and Women's Rooms
- Operating RUSU Realfoods Canteen- our sustainable, affordable plant-based canteen
- Student media – including Catalyst magazine and the RMITV TV production house

All RUSU staff and student representative positions are required to operate within the parameters of the Student Union Constitution, Regulations, Policy and the RUSU Enterprise Agreement.

Working Environment / Important Personal Attributes

This position within RUSU offers a unique and rewarding working environment, whereby elected student representatives are the board members and management of the organisation. They are elected annually so there is a new student management team each year. The elected student representatives are supported by a range of permanent paid professional staff, including the Finance staff. Whilst elected student representatives may lack financial experience, they are enthusiastic, keen to learn and be mentored during their term of office. They are not paid staff but do receive an honorarium and many need to work part time in addition to their roles at RUSU and their tertiary studies.

The Finance staff work closely with the elected General Secretary. The Finance Admin & Payroll Assistant reports to and receives direction from management through the Finance Officer and where required through the Governance & Operations Manager.

All RUSU staff must have excellent interpersonal skills and genuinely enjoy working with young adults in a dynamic, fun and busy environment. They must also possess a willingness to share their knowledge and experience to develop and support the student representatives in their roles.

Organisational Unit

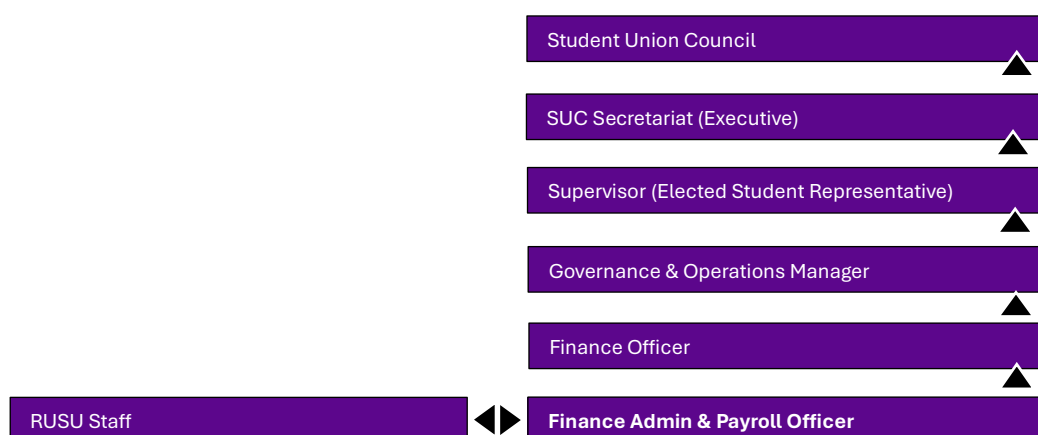
The Finance & Human Resources department is responsible for undertaking the finance and human resources duties of RUSU. It consists of a small and cohesive team of three permanent members:

- Finance Officer (1.0FTE)
- Human Resources Officer (0.8 FTE)
- Finance Admin & Payroll Assistant (0.6 FTE)

They work closely with the core RUSU management team (elected student President and General Secretary and the full time Governance and Operations Manager). Decisions affecting the governance, finances and operations of RUSU are all made by the elected students through the weekly Secretariat (Executive) and monthly Student Union Council (Board) meetings. The Finance and HR staff (along with the Governance & Operations Manager) advise and resource the students to enable them to practice informed decision making in relation to HR and financial matters and approval of expenditure and budgets.

A Finance Standing Committee comprised of elected student representatives, the Finance Officer and Governance and Operations Manager meets quarterly. RUSU engages financial advisors to advise specifically on our investment portfolio.

The small structure of the Finance & Human Resources Department requires that essential accounts payable and receivable and payroll tasks are common to both Finance positions, with both roles required to be able to run core finance functions and payroll end to end so RUSU can function smoothly at all times.



1. Position Summary

The Finance Admin & Payroll Assistant is responsible for undertaking duties in relation to the administration, implementation and operation of the financial and payroll activities and finance procedures of RUSU.

There are three main areas of financial accountability and responsibility that the RUSU requires. These are:

- i. Accountability to students, through transparency and good governance of the finances in line with the Constitution and Regulations of the RUSU.
- ii. Accountability to RMIT and the Funding Deed Agreement through reporting on grant money.
- iii. Accountability and legislative compliance through the annual audit process.

This position is a multi-functional role with a range of responsibilities which primarily involve the everyday finance functions of; book-keeping, accounts payable and receivable, banking, the preparation of the fortnightly payroll and maintaining records and other administrative tasks.

They work with direction from RUSU management and the RUSU Finance Officer to ensure that all aspects of the fortnightly payroll process, including; processing timesheets, preparing and paying wages and payroll reconciliation, are undertaken in a timely and compliant manner. The fortnightly payroll functions and responsibilities are shared between both Finance staff. However, this position requires the competence and confidence to be able to undertake the fortnightly payroll process in the absence of the RUSU Finance Officer.

Both finance staff are first points of contact for RUSU staff and elected student office bearers with finance related queries. Provision of information and skill sharing for student office bearers and 'on the job' support are core to this role.

The Finance Admin & Payroll Assistant provides administrative assistance to the RUSU General Secretary and Governance & Operations Manager related to the administration and functioning of the Student Union Council (SUC/Board).

2. Key Responsibilities

General Accounting & Administration

Ensure the effective implementation and operation of the RUSU accounting system. This includes:

- Invoicing and processing of accounts payable and receivable.
- Overseeing RUSU bank accounts including monitoring, reconciliation, administration and annual update of account signatories.
- Setting up and processing electronic fund transfers for payment of creditors, payroll and transfers between RUSU accounts using CommBiz.
- General credit control and overseeing overdue debtors and debt collection.
- Reconciliations including General Ledger reconciliations.
- Reconciliation of sales (cash, EFT and third-party ticketing providers) for Realfoods Canteen and RUSU events.
- Administration tasks including; filing, data entry/management, record keeping.

Governance and Internal Controls

Ensure that finance related governance and internal controls are implemented and monitored (e.g. asset registers, internal checks and balances on adherence to financial procedures and RUSU regulations, compliance with delegations).

Payroll

Working with the RUSU Finance Officer to ensure all operations of the RUSU payroll and related activities are undertaken, including;

- Administration to set up new staff and student representative payroll and records
- Preparation of staff timesheets

- Payroll preparation and payment and distribution of payslips.
- Payroll reconciliations and reconciliations of and payment of superannuation and Union fees.
- Maintain the finance related RUSU personnel files.

This role is required to undertake the fortnightly payroll process in the absence of the RUSU Finance Officer.

SUC/ General Secretary Administrative Support

The Finance Admin & Payroll Assistant provides administrative assistance to the RUSU General Secretary and Governance & Operations Manager related to the administration and functioning of the Student Union Council (SUC/Board) and select General Secretary functions. This includes;

- Preparation for monthly SUC meetings (printing agendas and papers, booking venues and arranging catering).
- Documentation and filing of SUC and Secretariat meeting records.
- Assistance with budgeting, logistics and expense reconciliation for SUC approved student conferences.
- General administrative assistance.

Communication/ Mentoring

- Provide an effective first point of contact for the Finance department through answering internal (staff and student representatives) and external (RMIT University, suppliers, debtors etc) enquiries.
- Work closely with other RUSU staff and assist them with their finance related duties.
- Contribute towards the provision of advice, mentoring and support to office bearers in basic financial management and day to day finance tasks, in particular the RUSU General Secretary and President.

The Finance Admin & Payroll Assistant will be required to contribute, collaboratively, towards the achievement of the aims and objectives of RUSU. This includes performing other duties that may not be listed within this position description consistent with the skills and capabilities required for this position.

3. Selection Criteria

3.1 Essential

- A relevant qualification in Accounting and/or Book-keeping (minimum Diploma level) **with at least two years relevant experience** preferably in the community/education sector (or equivalent).
- Demonstrated work experience **(minimum one year) administering payroll** of comparable size and complexity to RUSU.
- Demonstrated proficiency with accounting/payroll software including MYOB and experience administering online EFT banking software for business purposes.
- Excellent interpersonal skills and a genuine desire to work with young people/ students in a student union context.
- A willingness to impart basic finance/accounting knowledge to student representatives and mentor them on finance related tasks and procedures.
- Sound knowledge of current accounting and payroll practices, standards and legislation.
- Demonstrated computer literacy skills and proficiency in using Microsoft Office, (in particular Excel), SharePoint, OneDrive, databases and other industry standard applications.
- Excellent verbal and written English communication skills and excellent people skills.
- Ability to problem solve, prioritise work commitments and meet deadlines.
- Strong administrative skills with a high level of accuracy and attention to detail.

3.2 Desirable

- Experience working with student or youth organisations, community groups or a board directed environment.
- Experience using Commbiz banking software.

4. Special Requirements

- The successful applicant will be required to hold a valid Working with Children Check.
- The successful applicant will require a successful police and probity check.
- An appropriate visa to work in/ fulfil the requirements of this role in Australia.
- This position is subject to a 6-month probation period.
- Due to the collaborative nature and mentoring and student support requirements of this role, this is primarily an on-campus role. Minimum onsite attendance is a requirement as arranged with management as per the RUSU Hybrid Work Policy.

5. Job Complexity, Skills, Knowledge

Prior experience and/ or relevant qualifications relating to administrative and finance and payroll processes and tasks are required.

Level of Supervision, Independence

The role works under the general direction of an annually elected senior student representative (usually the General Secretary). They report to and receive direction from RUSU management through the Finance Officer and where required the Governance & Operations Manager. On a day to day basis, supervision and task direction is provided by the RUSU Finance Officer.

The duties of this position are conducted collaboratively with RUSU office bearers and staff, in particular with the RUSU President, General Secretary, Finance Officer, Governance & Operations Manager and HR Officer. This position is required to provide work, finance and compliance reports to management through the Finance Officer and Governance & Operations Manager. They may be requested to provide reports to the RUSU Finance Committee.

Problem Solving and judgment

The incumbent provides best practice in delivery of financial, payroll and bookkeeping services.

This position works within established Student Union policies, processes and procedures for the organisation and specifically the Finance department. While the incumbent follows established processes and procedures in many areas of their work, they are also required to problem solve and to identify when issues/ tasks require escalation to the Finance Officer and/or RUSU management. Advice and support in relation to problem solving is available from a range of sources including the Finance Officer, Governance & Operations Manager and Human Resources Officer.

Professional and Organisational Knowledge

The position requires financial knowledge gained from professional qualifications and work experience gained through accounts administration and payroll processing. It also requires a clear understanding of and adherence to all regulatory requirements and Student Union rules and regulations, including Constitution, Regulations and Policy decisions and delegations regarding financial matters

Task Level

The incumbent operates with support and day to day direction from the Finance Officer. They apply their skills and knowledge to RUSU's financial operations and to support the functions of the General Secretary. The role must also work within regulatory requirements and operate in accordance within the Student Union Constitution, Regulations and Policy and the established policies, procedures and delegations related to Finances and decision making.

This position description is approved by:	
Occupant	NA
Supervising Body (Secretariat)	4 August 2026
Staffing Committee	30 July 2026
Classifications Committee	3 August 2026