

A quick guide to the services of the

Financial and Business Services

Division of Services and Resources

The Financial and Business Services Directorate is responsible for a diverse range of the University's financial functions and business services, including: strategic financial and budgeting advice; business case development and review; management accounting; Treasury Management; budgeting; procurement; accounts payable; corporate credit cards; accounts receivable; cashiering/banking; taxation; assets; insurance; financial systems management; and other statutory compliance obligations and responsibilities. We are receptive to new ideas and suggestions for ways in which we can enhance our delivery of services to the University.

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Service Areas	Strategic Procure to Pay	Divisional Finance	Budgeting & Forecasting	Grants & Research	Treasury & Corporate Finance	Financial Systems and Process Improvements
	<ul style="list-style-type: none"> Accounts Payable Corporate Card and Expense Strategic Procurement Category Management Supplier Contract Negotiation & Management 	<ul style="list-style-type: none"> Budgeting & forecasting Financial analysis Business case & new course financial modelling 	<ul style="list-style-type: none"> University Budgeting, Forecasting & Reporting Financial course historical & predictive modelling Management of C&I plan. Cognos finance report scoping 	<ul style="list-style-type: none"> Research grants & consultancies 	<ul style="list-style-type: none"> Financial Accounting Taxation & Treasury Asset Accounting Accounts Receivable 	<ul style="list-style-type: none"> User Access and System Maintenance System and Process Improvements.
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Services	<p>Accounts Payable</p> <ul style="list-style-type: none"> Processing invoices Payments <p>Corporate Credit Card and Expense</p> <ul style="list-style-type: none"> Credit card administration <p>Procurement https://www.jcu.edu.au/strategic-procurement</p> <ul style="list-style-type: none"> Operational Procurement Strategic Sourcing Contract Management Supplier relationships Stores administration 	<p>Finance Support</p> <ul style="list-style-type: none"> Support for budgeting and forecasting. Analysis of financial performance of accounts, College and Division. Business case assistance. Course costing analysis. 	<ul style="list-style-type: none"> University budgeting & forecasting Development & maintenance of Enterprise Budgeting (EB) module within Finance One. University management reporting Historical & predictive course financial modelling. Management of capital & infrastructure (C&I) planning Updating University 10 year financial model (QTC) Cognos Finance & Report List tabs - finance report scoping. 	<p>Grants Support</p> <ul style="list-style-type: none"> Pricing tenders Account creation in finance system Maintain contract forecast and milestone details. Invoicing funding bodies Financial reporting to external bodies. 	<ul style="list-style-type: none"> Statutory accounting Financial accounting Taxation Treasury and cash flow Asset accounting Restricted fund reporting 	<p>Financial Systems</p> <ul style="list-style-type: none"> Financial system upgrades and Maintenance Financial system user access financial delegation management User Support and training <p>Process Improvements</p> <ul style="list-style-type: none"> Process consultation services Analysis, Process mapping Benchmarking. Process improvement Project management
Key resources	FMPM 710 & 711 JCU Corporate Procurement Plan 2015-2017	FMPM	FMPM			