

Summary of services Corporate Finance



Services	Description
Provide Internal Accounting and Financial Resource Management Services	<p>Provide, maintain and enhance the financial accounting infrastructure, related policies and procedures for the efficient processing and reporting of finances. Specific components include financial accounting, corporate receivables, asset management, grant and donation management, accounting and taxation compliance. This service also includes systems support/development, advisory and communication services technical accounting and taxation advice to senior management of the University. (Reporting services – also refer to Financial Resources Management)</p> <p>End user: Internal University</p> <p>SCM activity: Provide internal accounting and financial resource management services.</p> <p>Key performance indicator: 90% of users report that they are satisfied overall, or better with the services provided.</p> <p>Performance measure: Customer satisfaction survey to faculty staff conducted annually</p>
Financing and Investing Services	<p>Investment of funds for Faculty Foundations in accordance with the requirements of the governing boards and trust deeds, manage authorised special interest funds on behalf of Faculties/Departments and capital project evaluation services, obtain loans and manage them through competitive processes for items that satisfy capital project/budget requirements and foreign exchange management.</p> <p>End user: Internal University</p> <p>SCM activity: Financing and investing services</p> <p>Key performance indicator: 100% of investment reports (for investments held in excess of \$250,000) are provided to the Faculties on a quarterly basis</p> <p>Performance measure: Reports provided to the Faculties within 6 weeks after the end of each quarter</p>
Provide external accounting and reporting services	<p>Produce various reports, including the University's Annual Report and reports to external granting bodies, in accordance with legislative jurisdictions, accounting standards and pronouncements, and terms and conditions of grants.</p> <p>End user: Monash University Council, Victorian Auditor-General, the State Minister, DEST, Australian Bureau of Statistics, Granting Bodies</p> <p>SCM activity: Provide external accounting and reporting services.</p>

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	<p>Key performance indicator: External deadlines (legislative or otherwise)</p> <p>Performance measure: Meeting external deadlines (legislative or otherwise)</p>
Process supplier invoices and claim forms	<p>Process relevant supplier invoices and claim forms in a timely manner in accordance with University policy and procedures.</p> <p>End user: Internal University</p> <p>SCM activity: Process supplier invoices and claim forms</p> <p>Key performance indicator 1: 95% of claim forms processed within 10 working days of receipt of claim and all required supporting documentation.</p> <p>Performance measure 1: System generated report measuring process date against receipt date.</p> <p>Key performance indicator 2: 97% of Vendors paid in accordance with Monash University payment terms or agreed payment terms upon departments entering invoices within correct timeframe.</p> <p>Performance measure 2: System generated report measuring payment date compared to SAP invoice date plus payment term.</p> <p>Key performance indicator 3: 95% of MasterCard applications processed and forwarded to Westpac within 5 working days of receipt</p> <p>Performance measure 3: Physical sampling of application documentation comparing receipt stamp dates with the date forwarded to Westpac.</p>
Provide CRC accounting services	<p>Certain CRCs contract Corporate Finance to provide timely general accounting services on a fee for service basis. Services include financial transaction processing, payroll, periodic management reporting for the Boards, annual financial reporting, GST and FBT returns, and the supply of financial information to tax advisors.</p> <p>End user: CRCs where the University is engaged as the centre agent.</p> <p>SCM activity: Provide CRC accounting services.</p> <p>Key performance indicator: Customer Satisfaction</p> <p>Performance measure: Meeting CRC operation and reporting deadlines</p>