NOSSAL INSTITUTE LIMITED
Management Accountant

Reporting to the Chief Operating Officer at the Nossal Institute, an exciting secondment opportunity has arisen for an experienced and responsive Management Accountant. The secondment will be for a 6-month period at either 0.6 FTE or 0.8 FTE (with a possible 3-6 month extension), commencing in February 2020.

The Nossal Institute Limited is a not-for-profit subsidiary company of the University of Melbourne and the operating arm of the Nossal Institute for Global Health.

The Nossal Institute for Global Health (Nossal), is one of the centres of the Melbourne School of Population and Global Health, in the Faculty of Medicine, Dentistry and Health Sciences at the University of Melbourne and works towards contributing to improved global health through research, evaluation, education, advocacy and inclusive development practice.

The successful candidate will be responsible for all financial and accounting operations of the Institute including:

- **Operational and Planning Support** including preparation of Budgets, financial reporting to the Institute’s Leadership Team and the company Board
- **Financial and Management Accounting** including maintaining Chart of Accounts and preparation of Annual statutory financial statements
- **Financial Compliance and Reporting** of Institute in line with statutory and University of Melbourne requirements

The successful candidate will possess strong experience (with a minimum of 5 years) in a broad-based finance / accounting role, the ability to work independently, have an eye for continuous improvement of processes and strong written and verbal communication skills, especially in conveying financial information and requirements in simple language to people with a non-finance and accounting background is essential.

Further details and Selection Criteria can be obtained from the Position Description or by contacting Matt Ralston, COO on 0411 110 712 or matthew.ralston@unimelb.edu.au – please do not send your application to this address.

**How to apply:**

Interested candidates are requested to send an EOI outlining the alignment of their skills and experience to the role. A face-to-face discussion will be held with shortlisted candidates.

EOIs are to be forwarded to Nossal-HR@unimelb.edu.au

**Applications close Wednesday 29 January 2020.**

Location: Exhibition Street, Melbourne