NOSSAL INSTITUTE LIMITED

POSITION DESCRIPTION

POSITION TITLE: Management Accountant
REPORTING TO: Chief Operating Officer
EMPLOYMENT TYPE: Secondment for 6 months at either 0.6 FTE or 0.8 FTE (with possible extension for a further 3-6 months), commencing Feb 2020
NUMBER OF REPORTS: 0

THE ORGANISATION

The Nossal Institute for Global Health is in the School of Population and Global Health, Faculty of Medicine, Dentistry and Health Sciences at the University of Melbourne. The vision of the Nossal Institute is to contribute to improving global health through research, education, advocacy and inclusive development practice. It builds on existing world-class expertise within the University of Melbourne and affiliated organisations, and on partnerships with developing countries, to strengthen scholarship, research and academic leadership in global health.

The Nossal Institute Limited, a wholly owned subsidiary of the University of Melbourne is the Not for Profit company arm of the Nossal Institute for Global Health.

POSITION SUMMARY

The Management Accountant has oversight for all financial and accounting operations for the Nossal Institute Limited (NIL). NIL utilises the University finance systems for most of its financial operations, such as BAS lodgement and Payroll processing but is not required to operate fully within these systems.

The Management Accountant reports to and works closely with the Chief Operating Officer to ensure the efficient implementation and management of the financial and accounting activities, of NIL and more broadly the Nossal Institute for Global Health. This role also works closely with senior management staff including Heads of technical Units, Human Resources, Programs and staff from the Melbourne School of Population and Global Health.

Key Responsibilities

1. Operational
   - Support development of Annual budgets and the preparation of financial operational plans with Unit Heads and senior management
   - Liaise with respective finance teams Melbourne School of Population and Global Health, Faculty and University central
   - Prepare Annual statutory financial statements, Quarterly Board reports, Monthly financial and management reports
   - Ensure the organisation’s operations are managed within the approved budget
   - Support Programs Team in costing, development and review of bids, annual work plans and budgets, contract compliance matters, and sub-contracts with other parties or individuals
   - Lead procurement of goods for the company
   - Review Higher Education Research Data Collection (HERDC) quarterly and annual reports
   - Prepare finance summaries for company’s quarterly Board Reports
   - Manage all external audits of company finances, processes and systems
   - Assist audits of external contracts
2. Management Accounting
   - Oversee all financial transactions of the company (Accounts Payable, Accounts Receivable, Cash Receipting, Overseas Payments, etc.) and reconcile monthly
   - Oversee development of all financial proposals with NIL Programs team
   - Track and report expenditure against budget for all company activities
   - Provide ad-hoc advice to senior management on accounting and finance matters
   - Lead all communication to NIL’s salary packaging provider
   - Keep abreast of legislative changes which may impact salary packaging or FBT implications
   - Ensure accurate recording of Higher Education Research Data Collection (HERDC) income stream

3. Compliance
   - Ensure compliance with applicable PAYG, GST and FBT requirements and accounting standards for all financial transactions
   - Ensure best practice accounting standards and implementing procedures are implemented at all times
   - Coordinate the annual audit, developing and implementing additional policies and procedures as required
   - Monitor policies of the University of Melbourne for their relevance to NIL operations and adjust company procedures and policies as required
   - Collaborate with the Research, Innovation & Commercialisation (RIC) team to ensure all external funding agreements comply with the University’s THEMIS system

Selection Criteria

Essential:
- Minimum of five years’ experience in a broad based finance or accounting role
- Relevant degree or qualification in finance or accounting
- Sound working knowledge of Project Management accounting practices, business and taxation requirements
- Strong analytical and financial reporting skills
- Ability to work independently and to respond to both set tasks and ad hoc requests quickly, logically and with a clear sense of priority
- Strong interpersonal skills, with an ability to work effectively in a team environment and across all levels of the business (multi-disciplinary)
- 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
- High level of computer literacy and competence (Accounting packages, MSWord, Excel)

Desirable:
- Experience with the preparation of financial reports for company Boards

Environment, Occupational Health and Safety

The incumbent will:
- Follow safe work procedures and instructions
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported
- Participate in meetings, training, and other health and safety activities
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse
- Take appropriate actions to reduce use of energy, water and supplies that adversely affect the environment (including the Nossal “carbon footprint”)
Diversity and Inclusivity Statement

The Nossal Institute Limited is committed to a diverse and inclusive workforce free from all forms of discrimination. We actively work to remove barriers to ensure all employees enjoy full participation in the workplace and encourage applications from diverse backgrounds.

We adopt our diversity and inclusivity policies from the University of Melbourne and can be viewed at https://staff.unimelb.edu.au/diversity-inclusion