**Business Manager, Melbourne Teaching Health Clinics**

**Work type:** Part-time or full-time opportunity

**Location:** Carlton

---

**Melbourne Teaching Health Clinics**

**About Melbourne Teaching Health Clinic**

The Melbourne Teaching Health Clinics (MTHC) was established by the University of Melbourne to operate and manage teaching health clinics that provide students at the University with world class clinical training as a core component of their studies. The organisation also provides continuing professional development training to persons working in the area of health care provision, facilitates research into health outcomes and provides patients with health services at affordable rates.

The Shepparton Medical Centre (SMC) and the Melbourne Dental Clinic (MDC) are two of the five teaching health clinics within the MTHC. The SMC is a general practice-centred, multidisciplinary teaching clinic, the mission of which is to increase the quality and capacity of medical education for undergraduate and postgraduate medical students and provide high quality, comprehensive general practice care for members of the public. The MDC was established by the University of Melbourne in 2013 to provide excellence in clinical education for the next generation of dental professionals and increase access to comprehensive dental care for members of the public.

**About the Role**

An exciting opportunity exists for someone looking to further their career in the newly established position of Business Manager, Melbourne Teaching Health Clinics. This position will report to the General Manager, Operations and Finance, MTHC and work closely with the Operational Managers at each site. The Business Manager will take on significant responsibilities to support and expand the organisation, which operates across the health and education sectors. Ideally you will possess broad financial and/or management accounting skills with the ability to be agile across multiple unique working environments.

Critical to the success of this role will be your ability to engage with the operational team of the business and build meaningful working relationships.

Supporting the General Manager, Operations and Finance as well as senior staff across the business, this position will be responsible for leading the corporate services that support MTHC’s financial and business practices. The role will be heavily involved in all aspects of financial and management accounting and will also provide support to other corporate services such as the payroll, procurement and facilities management functions.

The position will also be accountable for mentoring and developing a team of finance staff to facilitate the design, development and implementation of new processes while the organisation grows.
Essential Selection Criteria

- Relevant tertiary qualifications preferably in Finance/Accounting with demonstrated experience in finance or management accounting roles, preferably within the health or education sectors.
- CA/CPA qualified (or close to completion)
- Demonstrated ability to establish and maintain positive working relationships with a diverse range of people with the aim of meeting customer needs, expectations and business goals.
- Demonstrated ability to think strategically in order to deliver creative solutions to multi-dimensional problems.
- Proven ability to prioritise, monitor and co-ordinate personal workload, with minimal supervision to achieve agreed outcomes within specified timeframes.
- Sound knowledge of Australian Accounting Standards and reporting practices.
- Strong written and verbal communication skills including demonstrated ability to write clear, concise reports on analysis findings.
- Experience in month end financial processes and reporting, including analysis of budget variances and assisting with remedial action.
- Excellent computer skills including all MS Office products with a particular emphasis on Excel.

Key Relationships (Internal and External)

- Melbourne Teaching Health Clinics Executive Management Team
- Melbourne Teaching Health Clinics Board
- Faculty of Medicine, Dentistry and Health Sciences Senior Management Team
- Melbourne Dental School senior staff
- Melbourne Medical School senior staff
- Melbourne School of Health Sciences senior staff
- Clinical Governors and Clinical Supervisors (Dental Clinic)
- General Practitioners and Nurses (Medical Centre)
- Audiologists and Speech Pathologists (Audiology and Speech Pathology Centre)

Please submit your application through the APPLY FOR THIS JOB button next to the advertisement on the SEEK website.

A cover letter, CV and document addressing the key selection criteria listed in the position description will need to be included in your application.

Part-time applications will be considered

For inquiries please contact Alan Taylor, taylor.a@unimelb.edu.au (please do not send your application to this email)

Applications close Thursday 14 March 2019