

## POSITION DESCRIPTION:

### SECTION A: Position Context

Position Title	Project Accountant
Position Number	
Classification	Professional Level 7 (circa \$80-90k per annum)
Location	85 Commercial Road Melbourne
Effective Date	August 2018

### Purpose:

This position is an important member of the Finance Team and will take responsibility for management of the financial systems for the Institute's international programs for certain working groups.

### Supervision Reporting Relationships:

This positions' supervisor/manager	Chief Financial Officer
Other positions reporting to <u>this</u> position	N/A

### SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas	
1.	In consultation with overseas offices, support and improve accounting systems
2.	Review monthly reporting from overseas offices
3.	Consolidate accounting information from overseas offices with the Melbourne database
4.	Work with Project Managers to meet donor financial reporting requirements
5.	Develop and implement effective financial reporting tools
6.	Provide monthly budget v actual reports for working groups
7.	Assist working group heads in reviewing financial reports
8.	Prepare projects for financial audits
9.	Perform monitoring visits of overseas offices
10.	Assist Project Managers/Working Group Heads with compiling budgets and forecasting
11.	Assist the Chief Financial Officer to fulfil responsibilities of the International Programs
12.	<div>Occupational Health &amp; Safety</div> Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities of Employees.
13.	<div>Training</div> Responsible for completing all required training in line with the position / role.

## Occupational Health and Safety

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

## SECTION C: Key Selection Criteria

Qualifications		Essential/ Preferable
	Degree qualified in commerce or accounting (or substantial industry experience)	Essential

Experience / Knowledge / Attributes		
1.	Relevant accounting experience	Essential
2.	Strong analytical and problem solving skills	Essential
3.	Demonstrated experience in developing and/or improving accounting systems	Essential
4.	Demonstrated experience in working with international development programs	Essential
5.	Demonstrated experience in developing budgets	Essential
6.	Ability to build strong relationships with colleagues	Essential
7.	Ability to prioritise	Essential
	Knowledge of SunSystems	Desirable
	Knowledge of Quickbooks	Desirable
	Membership of CPA/CA or preparedness to commence study towards membership	Desirable

## Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

## SECTION D: Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet's culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Behaviours and Health Risk, and Maternal and Child Health, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the disciplines of Life Sciences, Public Health and International Development.

### Further Information:

For further information, please contact Peter Spiller (Chief Financial Officer).