

POSITION DESCRIPTION

Centre for Eye Research Australia

*An independent medical research institute affiliated with the
University of Melbourne and the Royal Victorian Eye & Ear Hospital*



Financial Accountant

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| SALARY | Circa \$80k base salary (dependent upon experience) |
| SUPERANNUATION | Employer contribution of 9.5% |
| EMPLOYMENT TYPE | Full-time position. Available until 31 Dec 2018 initially with the possibility of extension |
| OTHER BENEFITS | Salary packaging available that can increase your take-home pay (FBT exempt) (for more information: www.smartsalary.com.au) |
| REPORTS TO | Finance Manager |
| HOW TO APPLY | Online applications only: https://www.cera.org.au/study-careers/ |
| CONTACT FOR ENQUIRIES ONLY | CERA Human Resources t: +3 9929 8201 e: cera-hr@unimelb.edu.au |

For further information about the Centre for Eye Research Australia, visit

www.cera.org.au

Position Summary

We are seeking a dynamic accountant with great communication skills to join our team.

The Financial Accountant, working closely with the Finance Manager, is responsible for financial processing, accounting support and financial administration for the Centre for Eye Research Australia (CERA) and related entities. The role focuses on developing a culture of continuous improvement within the Finance Unit to advance work practices for financial operations, and to extend the current support to research units and executive management.

The position is part of the CERA Finance group and needs to work effectively within the small team. The Financial Accountant primarily works under the direction of the Finance Manager and provides project and administrative support to that position and the Chief Financial Officer. The Finance Officers handle most of the routine processing and administration for the unit, however the Financial Accountant is expected to be able to assist the Finance Officers with payment of invoices, expenditure journals, purchase card administration, banking, and liaison with external suppliers, creditors and debtors if the need arises.

The CERA Finance group also handles financial processes for CERA affiliates: the University of Melbourne's Ophthalmology specialty and the Centre for Eye Research Australia Foundation (CERA Fdn), and the Financial Accountant will occasionally perform similar tasks to his/her CERA duties for these entities. The role is responsible for the processing of accounting transactions with the University of Melbourne in the Operating and Trusts area for the CERA components as well as the monthly processing of the salary and oncosts, with information provided by UoM (as they process CERA salaries).

Maintenance of the chart of accounts and system administration of TechOne is also a duty for the Financial Accountant. The GST and FBT is also part of the role. The incumbent should have a strong customer-service focus in order to provide timely and clear advice to internal clients (staff and students) on financial processes and transactions.

The Centre for Eye Research Australia is closely affiliated with the Department of Surgery, Ophthalmology of the University of Melbourne. CERA is co-located at the Royal Victorian Eye and Ear Hospital, and in the Baker IDI building at 75 Commercial Rd, Melbourne.

1. Selection Criteria

1.1 ESSENTIAL

- 1.1.1 A relevant Business, Commerce or Accounting tertiary qualification with CPA or CA qualification and at least 2 years' relevant experience
- 1.1.2 Excellent attention to detail to ensure accuracy in financial records and the ability to quality control own and others' work and identify any errors to be addressed.
- 1.1.3 Commitment to working collaboratively in a team towards shared goals.
- 1.1.4 A drive to streamline and simplify routine processes and increase efficiency. Contribute ideas for a culture of continuous improvement.
- 1.1.5 Client service focus, providing accurate and timely information and relating to people at different levels and from diverse backgrounds.
- 1.1.6 Understanding of budgets and forecasts for financial reporting; ability and willingness to develop skills to support the Finance Manager in these areas.

- 1.1.7 Demonstrated skills in developing procedures and improving service delivery to internal clients.
- 1.1.8 Ability to prioritise tasks, coordinate workflows and contribute hands-on to key tasks to ensure deadlines are met through optimal deployment of available resources.
- 1.1.9 Proactive approach to issue identification and problem solving.
- 1.1.10 Evidence of a sound work ethic. Ability to handle competing deadlines and deliver quality outcomes on time.
- 1.1.11 Demonstrated intermediate Microsoft Office skills, specifically in Excel. Ability to learn finance systems (eg. TechnologyOne) quickly and become a highly competent user.

1.2 DESIRABLE

- 1.2.1 Relevant experience in a not-for-profit organisation or in a University environment
- 1.2.2 Proficiency with FinanceOne/Technology One

2. *Special Requirements*

- 2.1.1 Annual leave must be taken at a time which accommodates the peak workflows of the Finance Team. As a general rule, leave will not be approved for January and the first two weeks of April, July and October. Training and leave absences will be coordinated so that the sufficient resources are maintained at all times to provide adequate service for the organisation.
- 2.1.2 All members in the finance team need to have a basic understanding of the other roles in the team, so they can provide back up as required

3. *Key Responsibilities*

- 3.1.1 Internal customer service: respond to inquiries from CERA staff and students about status of payments and orders and about finance processes.
- 3.1.2 Full responsibility for the recording of CERA monthly salaries, student stipends and salary recharges between CERA and UoM. Maintain monthly reconciliation of CERA payroll data received from the University of Melbourne THEMIS system.
- 3.1.3 Process accounts receivable, accounts payable, journals and salary costing changes for the Ophthalmology speciality in the University of Melbourne THEMIS system.
- 3.1.4 Prepare financial reports for the acquittal of grants as required.
- 3.1.5 Finance unit administration: data collection for cyclical submissions, surveys and projects, policy and procedure development and administrative support for Finance Manager and CFO as required.
- 3.1.6 Coordination of all Taxation issues including GST, BAS and FBT.
- 3.1.7 Coordinate the Fixed Asset processes for CERA including the annual stocktake.
- 3.1.8 Assist Finance Manager with ad hoc tasks and projects as required.
- 3.1.9 The incumbent is expected to acquit most of his / her responsibilities autonomously and to assist in the coordination of the small finance team to achieve shared objectives.

- 3.1.10 Proactively support the Finance Team's general objectives and provide support and back up for fellow team members.
- 3.1.11 Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

4. *Job Complexity, Skills, Knowledge*

4.1 LEVEL OF SUPERVISION/INDEPENDENCE

The position reports to the Finance Manager and works under his / her general direction and routine supervision. The incumbent needs an ability to self-manage, prioritise workload and achieve tasks within tight timelines. The role provides guidance, induction / training and can allocate some tasks to a more junior Finance Officer. The position involves interaction with staff, students, University of Melbourne departments and requires an appropriate level of presentation and communication skills for that.

4.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to solve problems through the standard application of theoretical principles and techniques at degree level. The position is expected to use discretion and initiative in carrying out the responsibilities and tasks of the position.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position is expected to develop and utilise:

- A sound understanding of the organisational and administrative structures of CERA and the University of Melbourne Department of Ophthalmology.
- To develop a thorough understanding of the CERA finance system and the annual work cycle of key events for CERA
- Current professional knowledge of accounting and finance concepts and the skills to proactively apply them accurately within the CERA context.

4.4 BREADTH OF THE POSITION

This position provides a mission critical service in financial operations for the efficient running of the organisation.

5. *Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) Responsibilities*

All staff are responsible for the following safe work procedures and instructions:

Employees must

- cooperate with the CERA in relation to activities taken by CERA to comply with OHS and EHS legislation.
- comply with the OHS and EHS manuals
- adopt work practices that support OHS and EHS programs
- take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- seek guidance for all new or modified work procedures
- ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- participate in meetings, training and other environment, health and safety activities
- not wilfully place at risk the health or safety of any person in the work place
- not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

Supervisors are responsible for:

- developing new work procedures, as required, in conjunction with relevant persons
- providing all staff with relevant OHS and EHS information in an appropriate manner
- providing personal protective equipment and clothing if hazards cannot be fully eliminated
- providing adequate supervision through technical guidance and support
- identifying and controlling hazardous conditions
- providing appropriate facilities for safe storage, handling and transport of hazardous substances
- ensuring that all accidents and incidents are reported

Managers and Principal Investigators are responsible for:

- maintaining compliance with all OHS and EHS policies and procedures by regular performance review
- conducting regular inspections to identify risk/aspects, implementing corrective action and arranging monitoring where required
- ensuring that all staff, including contractors under local control, are appropriately inducted
- providing relevant OHS and EHS information and ensuring appropriate training;
- identifying health monitoring needs, in consultation with the Occupational Physician
- maintaining appropriate records as required by CERA and the University's Records Services Department

- ensuring consultative structures and staff participation by conducting regular section meetings to discuss OHS and EHS issues
- investigating all reported incidents and reporting to department heads all action taken to prevent a similar occurrence

Academic Staff

- In addition to the above, Academic Staff are responsible for ensuring that an equivalent standard of OHS and EHS is afforded to their students as is afforded to CERA staff generally. Academic staff are deemed to have principal supervisory duty for undergraduate and postgraduate student activities.

5. Other Information

CENTRE FOR EYE RESEARCH AUSTRALIA (CERA)

The Centre for Eye Research Australia (CERA) is at the forefront of ophthalmic research in Australia. Our mission is to eliminate vision loss and blindness. CERA is designated as a World Health Organization (WHO) Collaborating Centre for the Prevention of Blindness, the only such centre in Australia.

CERA is the largest eye research institute in Australia. Its productivity measured in terms of output of peer-reviewed scientific papers and their quality (indicated by impact factor and number of citations) puts it among the top five ophthalmology research organisations in the world. CERA was established in 1996 as a not-for-profit company limited by guarantee. It is an independent medical research institute registered with the National Health & Medical Research Council (NHMRC) as a grant administering institution. It has grown out of the research activities of the University of Melbourne Department of Ophthalmology, the oldest specialist department of its kind at an Australian University, founded in 1963. The University Department and CERA are co-located at the Royal Victorian Eye and Ear Hospital and are closely affiliated with each other and the Hospital in a partnership that seamlessly integrates teaching, training and research with clinical service delivery. In this model, medical research is informed by patient needs and research findings can be quickly translated into clinical practice.

CERA today is an organisation of some 140 people working towards solutions for blinding eye diseases. It is a diverse community of internationally leading researchers - clinicians and scientists, higher degree students and professional staff. CERA's annual turnover is in the order of \$13 million from a diverse range of funding sources, including a substantial amount of philanthropic and community support.

CERA has two main locations in Melbourne, one at the Royal Victorian Eye & Ear Hospital and the other at Baker IDI, located within the Alfred Medical Research and Education Precinct (AMREP). We also have clinical research facilities at the Eye and Ear on the Park hospital in East Melbourne.



INTEGRITY



UNITY



AGILITY



**MAKING A
DIFFERENCE**