# Research Accountant

## POSITION DESCRIPTION

Research, Innovation and Commercialisation  
Chief Operating Officer Portfolio

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### POSITION NUMBER
0036877, 0062304

### PROFESSIONAL CLASSIFICATION
UOM 6 - $92,749 - $100,397 per annum (pro rata for part-time)

### STANDARD/SALARY

### SUPERANNUATION
Employer contribution of 17%

### WORKING HOURS
Full Time - [2 Full Time Positions advertised]

### BASIS OF EMPLOYMENT
Continuing

### HOW TO APPLY
Go to [http://about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers), under Current staff or Prospective staff, select the relevant option (‘Current Opportunities’ or ‘Jobs available to current staff’) and search for the position by title or number.

### CONTACT FOR ENQUIRIES ONLY
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Tel: +61 3 90354717

*Please do not send your application to this contact*

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For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)
THE UNIVERSITY OF MELBOURNE
Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University’s strategy, ‘Advancing Melbourne’, at https://about.unimelb.edu.au/strategy/advancing-melbourne

CHIEF OPERATING OFFICER PORTFOLIO
The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University’s budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of six sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Finance
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services
RESEARCH, INNOVATION AND COMMERCIALISATION

RIC is a specialist team dedicated to enabling the University's research and enterprise mission working closely with our academics, professional colleagues, industry partners, funding agencies and government agencies. We have a passion to see our academics and their collaboration partners succeed, achieve research excellence and translate their discoveries into real-world innovation and impact. RIC operates University-wide across all ten Academic Divisions and Chancellery. At a high level our capabilities include:

- Strategic relationship development with Industry partners, including Innovation Precincts
- Business development, research marketing and communications, intellectual property management and technology transfer mechanisms in partnership with the investment community
- Proposal funding submission and post-award support including contracts and research accounting from a wide range of funders. Specialized services for larger schemes such as MRFF, ARC and NHMRC Centres, ITRPs and CRCs and international programs.
- Research ethics, integrity, governance and quality
- Research infrastructure asset management
- Training and development programs for academic and professional staff

We aspire to service excellence every single day and creating an innovative, positive culture where feedback is valued, success is recognised and the University comes first in decision-making. We value big thinking on a global scale, attention to detail and care about our researchers’ success, the personal development of our team members and ensuring RIC is a great place to work at the University.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to
our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

ABOUT THE ROLE

Position Purpose:
The Research Accountant supports the University’s research community to deliver high quality research outcomes by ensuring accurate, compliant and timely financial accounting and audit services throughout the research project lifecycle.

The Research Accountant will liaise and develop working partnerships with faculty researchers, finance managers, research managers, University Services, Research Innovation and Commercialisation, Chancellery and funding bodies.

The Research Accountant will be expected to proactively apply their knowledge and skills to the development of processes and documentation for the continuous improvement of services and delivery across the University community.

Reporting line: Research Accounting Manager
No. of direct reports: 0
No. of indirect reports: 0
Direct budget accountability: 0

Key Dimensions and Responsibilities:
Task level: Moderate
Organisational knowledge: Moderate
Judgement: Moderate
Operational context: Moderate

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/.

Staff must comply with all relevant requirements under the University’s risk management framework including legislation, statutes, regulations and policies.
Core Accountabilities:

- Prepare financial reports and audit activities for submission to external sponsors. Ensure compliance with funding agreements, and thoroughly document transactions, reconciliations and activities undertaken to complete a financial report.
- Ensure delivery of accurate and timely reporting to external sponsors.
- Calculate and/or distribute income on a periodic or ad-hoc basis and investigate and resolve variances to ensure income is attributed accurately.
- Maintain a sound knowledge of current Australian Accounting Standards, University Policy and Procedures, relevant funding rules, and financial legislation.
- Provide high quality, responsive expert services to the research community and to contribute to their understanding and practice of good financial management and compliance.
- Actively contribute and initiate continuous improvement undertakings. Identify and contribute to upgrading or redesigning current processes, controls, documentation, and Excel templates.
- Establish relationships with external funding bodies including Australian Research Council, National Health and Medical Research Council, government and industry partners and international organisations.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

Selection Criteria:

Education/Qualifications

1. The appointee will have: Tertiary qualifications in a relevant discipline with subsequent relevant experience and/or an equivalent combination of education and relevant experience.

Knowledge and skills:

2. Demonstrated experience in multiple funding source account reconciliations, variance resolution, preparation and certifications of financial statements.
3. Experience in interpreting policy and contract conditions and provide advice, analysis and reasoned recommendations. Able to apply financial governance principles.
4. High level of attention to detail, organisational skills and demonstrated ability to prioritise workloads with minimal supervision in a high-volume environment to ensure timely delivery of reports.
5. Demonstrated communication and interpersonal skills, with an ability to develop, influence and effectively manage internal and external stakeholder relationships.
6. Demonstrated ability to be agile, take initiative, and seek out relevant data/information.
7. Demonstrated ability to use Excel to design templates and manipulate data. Short-listed candidates will be asked on the day to partake in an Excel test.

8. Working knowledge of Visual Basic for Application (VBA) scripting to create and debug Excel macros is highly desirable. Experience with Workday, ERP and Cayuse (desirable).

9. Demonstrated analytical and problem-solving skills, and ability to identify issues and to develop initiatives to achieve operational process improvements.

10. Demonstrated ability to work independently as well as to work effectively and flexibly as a member of a team, including under pressure to meet tight deadlines.

**DESIRABLE**

- CPA or CA qualifications and or
- Python or other programming language and or
- Experience working within a University or similar large and complex organisation.
- Experience with Oracle ERP and GL Wand, Workday, Cayuse would be an advantage.

**Other job-related information:**

Levels 5 and 6 are broad banded in this stream. It is expected that at the higher levels within the broadband occupants, through experience, will have developed skills and expertise enabling them to more independently perform the full range of duties at a higher level, and that more time will be spent on the more complex functions of the position.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects. The aspects mentioned above may be altered in accordance with the changing requirements of the role.