Phoenix Australia Ltd
Department of Psychiatry, Melbourne Medical School, Faculty of Medicine, Dentistry and Health Sciences

Finance Manager

POSITION NO 0055681
CLASSIFICATION UOM 8
SUPERANNUATION Employer contribution of 17.0%
WORKING HOURS Full-time (1.0 FTE)
BASIS OF EMPLOYMENT Fixed Term two-year contract
OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option (‘Current Staff’ or ‘Prospective Staff’), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY
Kamalini Kandasamy
+61 422 073 050
Email: Kamalini.Kandasamy@unimelb.edu.au

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

1. Position Summary

1.1 THE ORGANISATION

Phoenix Australia is Australia’s National Centre of Excellence in Posttraumatic Mental health. For 25 years we have been a national and international leader in our field. We do not take the responsibility of being the national centre of excellence lightly.

We are at the forefront of the understanding, prevention and recovery from trauma. We have over 70 researchers, clinicians and specialists in psychology, psychiatry and social work, and have staff in Adelaide, Canberra, and Melbourne, allowing our reach to stretch to individuals, organisations and communities Australia wide.

We are a unique organisation, bridging the gap between research and research translation, and integrating our knowledge and skills into an end- to-end service for our clients. Our work encompasses four main Portfolios: Research, Policy and Practice, Clinical Services, and Workforce and Training and Development.

Our program of internationally acclaimed research aims to advance the knowledge of posttraumatic mental health. Through the application of diverse research methodologies, we aim to create real-world solutions and translate research findings into practical implications for governments, organisations, and communities.

Our Policy and Practice portfolio encompasses policy and service development work as well as workforce education and training. Our policy and service development work aims to establish the standards of best practice for the management of trauma. We translate research into best practice policies and procedures for organisations, and work with organisations to build their capacity to minimise the impact of workplace trauma.

Our evidence-based workforce education and training programs improve the practice of those working with people, organisations, and communities affected by trauma. We provide tailored and integrated training, supervision, and consultation services that meet the specific needs of a diverse range of clients, large or small.

The clinical services portfolio oversees the delivery of clinical activities across Phoenix Australia. It offers specialist psychological and psychiatric trauma assessment and treatment services to a range of high-risk populations as well as community members suffering from
trauma related mental health disorders and provides expert advice and support to mental health practitioners working with high-risk clients.

1.2 THE ROLE

The Finance Manager with broad direction from the Chief Financial Officer (CFO), is responsible for the financial management, financial planning and reporting and business support across a broad range of operational and project activities to ensure ongoing organisational financial sustainability. This position will manage all aspects of financial services, design and prepare regular financial statements including reporting to the Board Audit and Risk Committee, Management Group and Senior Leadership Team. The incumbent will provide expert accountancy advice and maintain a working knowledge of financial systems and procedures and build strong working relationships with colleagues both internal and external to Phoenix Australia.

The position will prepare financial analyses within Phoenix budgeting and reporting cycle, gather information, perform data interrogation and analysis, and interpret outcomes within a complex business model to deliver consistent high-level financial support.

It is located at the Phoenix Australia in the Department of Psychiatry, University of Melbourne in Carlton, Victoria.

2. Key Responsibilities

2.1 FINANCIAL MANAGEMENT AND SERVICES

- Under broad direction, managing the daily financial and month end process, develop budgets, analysis and reporting on the financial performance of the organisation, at a portfolio and project level, to ensure the sustainable and efficient financial operation of the organisation.
- Cash flow forecasting and management
- Supervise Business & Finance Coordinator
- Ensure that provision of financial services is accurate, effective and efficiently delivered, complying with regulations, organisational policies and procedures.
- Communicate effectively with internal stakeholders to promote relevant knowledge about financial performance, and applicable financial policies and procedures.
- Manage and ensure sound internal controls and systems relating to accounts payable, accounts receivable, reconciling credit card and bank statements, submitting quarterly Business Activity Statements, employee reimbursements and general journal entries.
- Oversee the salary and entitlements of direct staff, payroll reconciliations ensuring salary packaging arrangements are compliant with ACNC and ATO requirements.
- Manage all periodic statutory and year-end financial reporting requirements including the external audit; maintain the integrity of the general ledger and reconciliations in accordance with Australian accounting standards and other regulatory requirements.

2.2 PLANNING AND ADVICE

- Gather information and prepare relevant financial reports by generating information from financial systems, transforming information into readily understood financial reports. This may involve multiple and/or large data sets, analysis and interpretation of data within the Phoenix Australia or the University context.
Ensure timely delivery of various reports and requests for information for projects and initiatives by assisting to develop, and implement, systematic cyclic reporting.

Develop and provide fortnightly, monthly and ad hoc reporting and reconciliations in relation to projects including invoicing on completion of project milestones.

Assist with research grants and project management and provide advice to project management staff in terms of financial reporting requirements.

2.3 GENERAL ADMINISTRATION

- Manage the asset register ensuring compliance with reporting requirements of the appropriate Accounting Standard (typically AASB standards).
- Maintain a working knowledge of HR activities including renewal of employment contracts, change of time fractions and timely execution of recruitment processes
- Develop and maintain a repository of frequently used templates and finance policies.

2.4 OTHER

- Initiate system improvements through involvement in appropriate committees.
- Perform other tasks and projects as assigned by the CFO, Director and CEO.
- Perform Occupational Health and Safety (OH&S) responsibilities as outlined in section 5 and related Environmental responsibilities.

2.5 OTHER JOB RELATED INFORMATION

- Occasional work out of ordinary hours
- This position requires the incumbent hold a current and valid Working with Children Check. The University of Melbourne is dedicated to safeguarding the welfare of all community members, especially those most vulnerable. As part of our commitment to child safety and in line with the Victorian Child Safe Standards, this position will be required to hold a valid Employee WWCC, regardless of where in the University an employee may work or what work they do.

3. Selection Criteria

3.1 ESSENTIAL

- Accounting, Commerce, Business or Finance degree, or an equivalent combination of relevant accounting or financial experience and/or education. A qualified Chartered Accountant /Chartered Practising Accountant or significant progress toward achieving.
- Extensive experience with accounting packages (ideally MYOB) and with accounting systems such as Oracle Financials. Advanced skill and experience in using Excel.
- Extensive financial planning and analysis experience with strong excel skills.
- Demonstrated financial management experience including reporting, a good understanding of financial policies, practices and compliance issues.
- Experience with revenue recognition accounting standards AASB15/1058
- Written and spoken communication skills with proven ability to interpret and provide advice to non-financial staff on the application of financial policies.
Well-developed interpersonal skills and demonstrated ability to work collaboratively with clients and colleagues and to work independently with minimal direction.

Initiative, flexibility and the self-motivation and demonstrated ability to prioritise workloads, to deliver tasks, projects and meet deadlines.

Proven ability to handle sensitive information in a confidential and appropriate manner.

3.2 **DESIRABLE**

- Experience in using Enterprise Resource Planning Systems (e.g. the University THEMIS (Oracle) system) including financial and human resources modules.
- Membership to a recognisable Accounting professional body or substantial progress towards eligibility for accreditation.

### 4. 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.

### 5. Occupational Health and Safety (OHS)

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.

OHS responsibilities applicable to positions are published at:


These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.
6. Other Information

6.1 PHOENIX AUSTRALIA

Phoenix Australia is an independent not-for-profit company and a registered charity. With an affiliation with the University of Melbourne, our staff are mostly employed by the university, and we have a close working relationship with the Department of Psychiatry within the Melbourne Medical School. Our Board of Directors includes independent members as well as senior representatives from the Departments of Veterans’ Affairs and Defence.

For further information, visit Phoenix Australia’s website at www.phoenixaustralia.org

6.2 DEPARTMENT OF PSYCHIATRY

http://psychiatry.unimelb.edu.au

The Department of Psychiatry at the University of Melbourne was established in the 1960s. It is one of the largest Departments in the Melbourne Medical School. There are about 140 academic and professional staff, 140 honorary staff and 50 students pursuing research degrees from Honours, Masters, and PhD programs. A further 240 students are enrolled in graduate coursework programs, including the flagship Master of Psychiatry program. The Department plays a key role in the medical curriculum of the graduate Doctor of Medicine (MD) program, providing rotations in mental health for medical students and teaching in other sections of the course. The Department also offers opportunities for students undertaking research projects in the MD course.

The Department is located across a broad reach of Melbourne, including teaching and research units at Austin Health, Royal Melbourne Hospital, St Vincent’s Health, Northern Health and Western Health. The Department also has units at two private hospitals: Albert Road Clinic (Ramsay Health Care) and The Melbourne Clinic (Healthscope).

The Department’s research focuses on improving our understanding and treatment of mental health disorders across the lifespan. It covers a broad range of psychiatric research, including prediction and biomarker research, neuropsychiatry, psychopharmacology, neuroimaging, psychosocial research, economic evaluation, ethics, psychiatric epidemiology, and mental health service delivery.

6.3 MELBOURNE MEDICAL SCHOOL

www.medicine.unimelb.edu.au

Established in 1862, Melbourne Medical School (MMS) in the Faculty of Medicine, Dentistry and Health Sciences at The University of Melbourne is the oldest medical school in Australia. It is internationally renowned for global leadership in teaching and training, health research, policy and practice. MMS is ranked 14th in the world (Times Higher Education World University Rankings 2022 for clinical, pre-clinical and health), has strong academic partnerships and ground-breaking collaborative research programs with leading public and private hospitals, as well as leading medical research institutes and centres in Australia and internationally.

MMS spans all major fields of medicine and is comprised of thirteen clinical departments:

- Baker Department of Cardiometabolic Health;
- Clinical Pathology;
- Critical Care;
- General Practice and Primary Care;
- Medical Education;
- Infectious Diseases;
- Medicine;
- Obstetrics, Gynaecology and Newborn Health;
- Paediatrics;
- Psychiatry;
- Radiology;
- Rural Health; and
- Surgery.

MMS has more than 1,200 academic and professional staff members located at the Parkville campus or embedded within health services throughout metropolitan Melbourne and rural Victoria. Staff are privileged to work alongside more than 2,296 honorary appointees from the health sector who generously contribute their time, knowledge, research and clinical expertise.

MMS is committed to improving community wellbeing through the discovery and application of new knowledge. With annual research income of $165 million, the School’s research effort is highly collaborative, spanning research programs from basic to translational. The School has research collaborations across the 47 partner organisations in the vibrant Melbourne Biomedical Precinct, as well as nationally and internationally. These partnerships enable medical advances to impact healthcare delivery as rapidly and seamlessly as possible.

The School’s flagship Doctor of Medicine (MD) degree was the first Masters level entry-to-practice qualification of its kind developed in Australia, setting a new benchmark in medical education. Now, the new curriculum launched in 2022 has created more responsive, modular, technology-enhanced learning for state-of-the-art curriculum delivery. Continuous research and discovery options, and an ability to tailor the degree, allows each student to gain deeper experience in areas of greatest interest. The MD Rural Pathway offers students the opportunity to undertake their entire program in rural Victoria, with a $6.5 million expansion of facilities in Shepparton to accommodate this. There is also an expanded range of joint degree pathways on offer. The School utilises the Department of General Practice and Primary Care’s continually expanding network of general practitioners and primary healthcare providers in the community to ensure that MD students are also provided with quality community-based medical education.

In addition to the MD, MMS has an ever-expanding portfolio of other vocationally oriented programs. These teach research skills, leadership and continuing professional development in specific disciplines. An emphasis on the clinician-scientist career trajectory – with training, support and ongoing career pathways at graduate and postgraduate levels – is central to the School’s development of future leaders in all aspects of healthcare, education, research and policy. MMS has over 600 higher degree by research candidates located both within Departments and across its network of partners.

School staff and honorary appointees lead and participate in public debate and advocacy around key health issues and policy based on the MMS values of commitment, integrity, compassion, respect and service. The School also offers a range of initiatives and programs in support of its diverse and inclusive culture: https://medicine.unimelb.edu.au/about/diversity-and-inclusion MMS is always looking to recruit talented individuals across a wide range of medical disciplines which include leadership roles. This presents a wonderful opportunity for appointees to help drive the strategy, growth and continued excellence of Australia’s leading medical school.
6.4 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne’s largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty’s annual revenue is $628m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia’s first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty’s Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty’s RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

www.mdhs.unimelb.edu.au/

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

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers.

6.6 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.7 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance