Senior Research Accountant

POSITION NUMBER: 0046016

PROFESSIONAL CLASSIFICATION: PSC 7 - $88,171 - $95,444 per annum (pro rata for part-time)

SUPERANNUATION: Employer contribution of 17%

WORKING HOURS: Full Time (1 FTE)

BASIS OF EMPLOYMENT: Continuing

HOW TO APPLY: Go to 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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Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: 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, ‘Growing Esteem’, at http://about.unimelb.edu.au/strategy-and-leadership

UNIVERSITY SERVICES
University Services is the shared services function for the University of Melbourne. We are dedicated to operating with a clear, responsive, respectful, user-friendly approach and this will create a problem-solving culture that empowers people to deliver their best. This component of the Melbourne Operating Model is the largest administrative unit within the University and is committed to:

- Putting the university first, by acting in the best interest of students, academics and overall strategy
- Maintaining a culture of service excellence
- Working together as one team to achieve results through collaboration, respect and expertise.

University Services is comprised of over 1,600 staff and consists of nine portfolios delivering a range of transactional services and expert advice:

- Academic Services
- Business Intelligence and Reporting
- External Relations
- Finance and Employee Services
- Infrastructure Services
- Legal and Risk
- Procurement
- Project Services
- Research, Innovation and Commercialisation
RESEARCH, INNOVATION AND COMMERCIALISATION

Research, Innovation and Commercialisation (RIC) is the central facilitator of research funding in the University, taking advantage of the full diversity of research funding opportunities. The Research Accounting team is a key component of RIC. The Research Accounting function prepares the grant financial statements and acquittals in line with funding body rules, accounting standard and the University polices. The Research Accounting team works in collaboration with the academic divisions and internal stakeholders within RIC to facilitate the desired objective.

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 University’s People Strategy 2015-2020 and policies that address 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 Growing Esteem.

ABOUT THE ROLE

Position Purpose:
The Senior Research Accountant (SRA) works under broad direction and provides specialist financial support and advice to the University’s Research Community. They support the Research Accounting Manager in providing timely and accurate services relating to the research grant life cycle process, including financial, accounting, and audit services. The Senior Research Accountant is also a mentor and advisor to Research Accountants and develops/fosters relationships with both internal and external stakeholders, including the Major Initiatives Contracts and Grants team. The SRA will also input into projects that improve the research accounting function and increase automation.
Key Relationships
Within Research Accounting:
Dependent on: Senior Research Accountants, Research Accountants, Research Accounting Workflow Officer, Reports to: Research Accounting Manager

Other relationships include, but are not limited to:
Internal: Faculty Agreement Administrators, Academic staff, Research Industry & Commercialisation, Legal Governance and Risk, Capability Development team (Finance and Employee Services)
External: Major funding bodies, External Auditors, Peers within other Universities and Collaborating Research Organisations

Reporting line: * Research Accounting Manager
No. of direct reports: 0
No. of indirect reports: 1 to 5

Key Dimensions and Responsibilities:
Task level: Significant
Organisational knowledge: Moderate
Judgement: Significant
Operational context: *University Wide

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:
- Providing oversight, guidance, training and support to Research Accountants
- Validating the accuracy and timeliness of deliverables and provide meaningful feedback where necessary
- Liaising with the Major Initiatives Contracts and Grants team and faculties on Research Accounting matters
- Responsibility for team requirements in relation to both the university annual audit and the A133 audit.
- Input into projects driven by or requiring input from Research Accounting Team
• Accurate and timely completion of research grant requests against requirements
• Ensure that grant acquittals comply with the requirements set out by the grant provider
• Establish strong relationships with external agencies in fulfilling the team’s external audit and certification requirements
• Liaise with university and external stakeholders where necessary in the grant application process
• Ensure reporting compliance with funding rules, accounting standards and university policies, together with the preparation of exception reporting
• Interpretation of data as required by the relevant grant provider

Selection Criteria:

Education/Qualifications

1. The appointee will have a degree qualification with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training
2. CA or CPA qualification is preferred

Knowledge and skills:

3. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.
4. Demonstrated experience in multiple funding source account reconciliations, complex variance resolution, preparation and authorisation of financial statements, acquittals, audits, together with the application of financial governance principles.
5. Strong technical skills including a high level of computer literacy, demonstrated analytical and problem-solving skills, with an ability to identify issues and develop initiatives to overcome obstacles
6. Strong understanding of accounting principles, together with experience in interpreting policy, contract conditions, understanding and provide advice, analysis and reasoned recommendations.
7. Contribute to policy implementation and projects that drive operational process improvements
8. High level attention to detail, organisational skills and demonstrated ability to prioritise workloads in a high-volume environment to ensure timely delivery of reports
9. Demonstrated communication and interpersonal skills, with an ability to develop, influence and effectively manage internal and external stakeholder relationships, with demonstrated resilience in dealing with customer demands.
10. Demonstrated ability to work effectively as a member of a professional team committed, with the ability to guide and supervise junior team members.