

## POSITION DESCRIPTION

The Cumming Global Centre for Pandemic Therapeutics  
The Peter Doherty Institute for Infection and Immunity  
Faculty of Medicine, Dentistry and Health Sciences



### Finance Manager

<b>POSITION NO</b>	0063123
<b>CLASSIFICATION</b>	UOM 9
<b>SALARY</b>	\$139,693 - \$145-339 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time (1.0 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing (research contingent)
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Marian Boreland Email <a href="mailto:marian.boreland@unimelb.edu.au">marian.boreland@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://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.

## ***Position Summary***

The Financial Manager is responsible for the development, design and implementation of the financial services, financial reporting and business support for the Cumming Global Centre for Pandemic Therapeutics (CGCPT). This position will manage financial services as well as design and prepare regular financial statements including reporting to the Governance Board, Doherty Council, CGCPT Risk and Audit Committee, and donors. The incumbent will provide expert accounting advice, maintain a working knowledge of financial systems and procedures and build strong working relationships with colleagues both internal and external to the CGCPT. The Financial Manager will engage directly with internal and external audit processes to ensure timely and accurate engagement, and work with the Director—Strategy & Operations to respond to client and audit reporting requirements.

The position will prepare financial analyses within Centre 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.

The position will report to the MRI accounting function, with a dotted line to the CFO group.

## ***1. Key Responsibilities***

### **1.1 FINANCIAL MANAGEMENT AND SERVICES**

- ▶ Lead and manage the finance function: developing budgets, monitoring and reporting on financial performance at the organisation, portfolio and project level, to ensure the sustainable and efficient financial operation of the Centre.
- ▶ Provide high level strategic financial advice oversight on reporting and review of expenditure related to Centre grants and other disbursements, and management of financial review and budgeting for joint research activities.

- ▶ Develop and maintain strong relationships with University teams to ensure smooth management and operation of gift budgets, grant distribution, and financial forecasting and management.
- ▶ Ensure that provision of financial services is accurate, effective and efficiently delivered, complying with regulations, organisational policies and procedures.
- ▶ Engage and communicate effectively with stakeholders to promote relevant knowledge about financial performance, and applicable financial policies and procedures.
- ▶ Manage all periodic statutory and year-end financial reporting requirements including liaising with external and internal audit ensuring access to and clarification of data as required; maintain the integrity of the general ledger and reconciliations in accordance with Australian accounting standards and other regulatory requirements.
- ▶ Supervision of staff including the Finance Officer and other staff as required.

## 1.2 PLANNING AND ADVICE

- ▶ Working collaboratively with the CFO Group and University Decision Support, develop system generated purpose built reports for the Board and other bodies as required.
- ▶ Ensure timely delivery of various reports and requests for information for projects and initiatives by assisting to develop, and implement, systematic cyclical reporting.
- ▶ Develop and provide fortnightly, monthly and ad hoc reporting and reconciliations in relation to projects including invoicing on completion of project milestones.
- ▶ Provide advice to project management staff in terms of financial reporting requirements and assist with research grants and project management as needed
- ▶ Develop and manage budgets and forecasts and financial management planning for the Centre's 20 year program.

## 1.3 OTHER

- ▶ Initiate improvements in financial planning, management and reporting.
- ▶ Perform Occupational Health and Safety (OH&S) responsibilities as outlined in section 5 and related Environmental responsibilities.

# 2. Selection Criteria

## 2.1 ESSENTIAL

- ▶ A qualification as a certified practising accountant or a chartered accountant.
- ▶ Extensive experience with accounting packages and with accounting systems such as Workday. Advanced skills and experience in using Excel.
- ▶ Demonstrated financial management experience including reporting, a high level understanding of financial policies, practices and compliance issues.
- ▶ Experience in accounting practices in a small to medium enterprise and the design and development of financial systems
- ▶ Understanding and experience working with both the private and University sectors
- ▶ Written and spoken communication and presentation skills with proven ability to interpret and provide advice to non-financial staff on the application of financial policies and convey complex financial matters in simple terms.

- ▶ Experience working with, reporting to and presenting to Boards and investors.
- ▶ 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.
- ▶ Ability to work in a complex environment.

## 2.2 DESIRABLE

- ▶ Experience working with government funding, inter-institutional agreements, and privately funded activities
- ▶ Experience managing and engaging with audit teams.

## 2.3 OTHER JOB RELATED INFORMATION

- ▶ 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. *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.

## **4. 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:

<http://safety.unimelb.edu.au/topics/responsibilities/>

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

## **5. Other Information**

### **5.1 THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY**

[www.doherty.edu.au](http://www.doherty.edu.au)

Finding solutions to prevent, treat and cure infectious diseases and understanding the complexities of microbes and the immune system requires innovative approaches and concentrated effort. This is why The University of Melbourne – a world leader in education, teaching and research excellence – and The Royal Melbourne Hospital – an internationally renowned institution providing outstanding care, research and learning – have partnered to create the Peter Doherty Institute for Infection and Immunity (Doherty Institute); a centre of excellence where leading scientists and clinicians collaborate to improve human health globally.

### **5.2 THE CUMMING GLOBAL CENTRE FOR PANDEMIC THERAPEUTICS (CGCPT)**

[www.doherty.edu.au/cumming-global-centre-for-pandemic-therapeutics](http://www.doherty.edu.au/cumming-global-centre-for-pandemic-therapeutics)

The Cumming Global Centre for Pandemic Therapeutics (CGCPT) is a mission-driven, globally connected research program that will enable rapid design and development of treatments for pathogens of pandemic potential. The Centre will be the world's preeminent facility in developing molecular platforms to help fight future pandemics. The Centre goals are ambitious—to advance the science behind therapeutics that directly target the pathogen, to transform future pandemic management and to save lives.

### **5.3 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES**

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

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.

#### 5.4 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>.

#### 5.5 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.

#### 5.6 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 <http://www.unimelb.edu.au/governance>