POSITION DESCRIPTION

Research & Revenue Accountant

Position Level
7

Faculty/Division
Division of Operations

Position Number
ADMIN ONLY

Original document creation
October 2020

Position Summary
The Research & Revenue Accounting function provides financial accounting, external reporting, and compliance monitoring for the appropriate management of external grant and contract funding. The team incorporates Accounts Receivable who manage collections and debt management for research, contract and other operational revenue.

The role of the Research & Revenue Accountant provides research accounting support to ensure grant and contract compliance.

The role of the Research & Revenue Accountant reports to the Research & Revenue Manager and has no direct reports.

Accountabilities
Specific accountabilities for this role include:

- Maintain an in-depth understanding of research funding, including compliance and reporting requirements, spending time frames and allowable expenditure.

- Preparation of compliance reporting, certified financial statements and acquittals for research projects and any non-research external contract and grant funding. Ensuring financial reporting is accurate and compliant with grantor contractual requirements and accounting standards.

- Collect and prepare accurate and timely data for annual reporting submissions, including HERDC.

- Produce and deliver consistent, relevant, reliable and timely research-related financial information that align with the requirements of granting bodies and industry partners.
• Establish strong collaborative working relationships with other teams involved in research funding processes, such as billing and budget management, including Operational Finance, the Division of Research, and researchers.

• Meet customer and Finance needs by undertaking any other duties that are required commensurate with the role and level.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• Tertiary qualification in a relevant discipline, CA or CPA qualification (or equivalent) and relevant professional sector experience.

• Strong experience in accounting processes, reporting and analysing financial information, providing accurate advice and delivering financial services.

• Exceptional attention to detail and ability to deliver results in line with required deadlines and quality parameters.

• Highly developed communication, interpersonal, and collaboration skills and demonstrated ability to inform and negotiate successfully with a wide range of internal and external stakeholders.

• Highly-developed time management and organisational skills, and the ability to work well under pressure and manage multiple tasks with competing deadlines, adopting a commitment to providing excellent customer service.

• Demonstrated working knowledge of Microsoft Excel as well as other computer applications, enterprise systems, and the delivery of reports.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.