POSITION DESCRIPTION

Research & Revenue Accountant

Position Level | 6
Faculty/Division | Finance and Operations
Position Number | ADMIN ONLY
Original document creation | 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 understanding of research funding, including compliance and reporting requirements, spending time frames and allowable expenditure.
- Contribute to the preparation of compliance reporting, certified financial statements and acquittals for research projects and any non-research external contract and grant funding. · Ensure financial reporting is accurate and compliant with grantor contractual requirements and accounting standards.
- Contribute to annual reporting submissions, including Higher Education Research Data Collection (HERDC) and other reporting requirements as and when required.
- Produce consistent, relevant, reliable and timely research-related financial information that align with the requirements of granting bodies and industry partners.
Establish and maintain 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 and progressing towards a CA or CPA Qualification and/or relevant professional sector experience.

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

High-level attention to detail and ability to deliver results in line with required deadlines and quality parameters.

Well developed communication, interpersonal, and collaboration skills.

Demonstrated ability to collaborate and work as a member of a team as well as work independently under broad direction.

Demonstrated analytical skills with initiative and attention to detail to ensure accuracy and continuous improvement of processes.

Well-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.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.