



## POSITION DESCRIPTION

**Centre for Youth Mental Health**  
Faculty of Medicine, Dentistry and Health Sciences

### Financial & Systems Accountant

<b>POSITION NO</b>	0027529
<b>CLASSIFICATION</b>	PSC 8
<b>SALARY</b>	\$99,199 - \$107,370 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Full time
<b>BASIS OF EMPLOYMENT</b>	Fixed-term until 30 June 2019 Fixed term contract type: Externally funded contract
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/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>	Petula Frantz Tel +61 3 9342 2953 Email <a href="mailto:Petula.frantz@orygen.org.au">Petula.frantz@orygen.org.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)

## ***Position Summary***

Orygen, The National Centre of Excellence in Youth Mental Health (Orygen) is the world's leading research and knowledge translation organisation focusing on mental ill-health in young people.

At Orygen, our leadership and staff work to deliver cutting-edge research, policy development, innovative clinical services, and evidence-based training and education to ensure that there is continuous improvement in the treatments and care provided to young people experiencing mental ill-health.

The Company has three Members: the Colonial Foundation, The University of Melbourne and Melbourne Health.

The University of Melbourne has an agreement with Orygen for designated employees to be made available to undertake activities for Orygen, and this arrangement will apply to you. University employees working at Orygen are required at all times to continue to adhere to University policies, procedures, regulations and statutes, as well as to Orygen policies and procedures (including Orygen's delegations of authority framework which can be found at <http://staff.orygen.org.au/>), but the University's policies and procedures shall prevail in the event of any inconsistency. For the period of participating in activities at Orygen, you will be subject to the reasonable control and direction of Orygen. You consent to the University disclosing to Orygen your personal employment information solely for the purposes of facilitating your secondment to Orygen, and that such disclosure will not be a breach of any of your privacy rights.

The Financial & Systems Accountant role will support the delivery of the regulatory and statutory reporting requirements of Orygen, including the year end accounts. The role will assist in ensuring timely preparation and filing of all statutory and external returns and disclosures and ensure compliance with Australian Accounting Standards and other financial reporting requirements. The role will also ensure the integrity of Orygen's financial systems, leading the ongoing implementation and development to meet the organisation's business needs, financial objectives and statutory reporting requirements.

This position reports to the Director, Finance.

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

### **1.1 FINANCIAL ACCOUNTING**

- ▶ Provide accounting and technical support to ensure that reporting requirements are met and financial and accounting processes are completed as per the financial framework. This includes:
  - Month-end processes (e.g. employee benefit provisions, deferred revenue)
  - Quarterly financial reporting (e.g. fixed assets and inventory stock takes)
  - Year-end financial statement and statutory reporting including variance analysis
  - Year-end working papers and coordination of external audit planning
- ▶ Assist with the completion and filing of all statutory reporting (including ACNC, ABS) requirements of the organisation. This includes:
  - Compile metrics from across the organisation including variance analysis narrative.
  - Compile and maintain reconciliations across reporting types (i.e. management to statutory accounts)

- Compile and review month end balance sheet reconciliations with a minimum clearance time for all reconciling items.
- ▶ Manage the completion of external audits and extended audit assurance opinions to ensure they are finalised within 12 weeks or less of the financial year end.
- ▶ Assist the Director, Finance in providing subject matter expertise regarding technical interpretation of generally accepted accounting principles that promotes correct accounting treatment and recognition of new and changing business activities.
- ▶ Assist with managing the short and long term cash flow position including liquidity to ensure that the organisation remains financially sustainable. Effectively manage the foreign exchange, interest rate and credit risks.
- ▶ Develop and maintain effective working relationships with the banks.
- ▶ Contribute to maintaining a strong financial management control environment through understanding, developing, implementing and monitoring organisational policies and procedures. Assist with developing finance policies, procedures and manuals.
- ▶ Assist with the technical reviews and lodgement of the quarterly BAS statements and annual FBT returns.
- ▶ Establish and monitor the capital budget, determine the related capital expenditure budget and manage the capital prioritisation process in line with organisation strategy.
- ▶ Develop and implement effective systems and process for reporting KPIs, business metrics and statistics.
- ▶ Analyse business operations through maintenance of financial commitments registers and maintain budgets for assets and liabilities.
- ▶ Ensure appropriate financial records are maintained.

## 1.2 SYSTEMS ACCOUNTING

- ▶ Maintain the integrity of the Financial Management Information System and maximise the utilisation of existing functionality.
- ▶ Perform systems administration functions including but not limited to:
  - Maintaining financial delegation limits
  - Maintaining chart of account codes – projects, cost centres and natural account codes
  - Maintaining end of month and end of year processing
  - Function and security maintenance
  - Systems access
- ▶ Continuous improvement and automation of financial systems, processes, procedures, reporting and end user experience.
- ▶ Develop and maintain a systems and process improvement plan, including coordinating version upgrades and associated change management.
- ▶ Ensure appropriate management of the financial electronic workflow systems to support efficient work processes that comply with policies and procedures, including the financial delegations.
- ▶ Control the complex reporting process across two entities (Orygen and CYMH), to provide stakeholders with a risk-controlled and efficient reporting system that assists decision making.

- ▶ Ensure compliance with organisation policies on ecommerce and banking software (NAB Connect & NAB Transact) by supporting the regular testing of access permissions with the company's security officer.
- ▶ Develop and maintain effective working relationships with internal and external stakeholders.
- ▶ Identify and lead requirements for ongoing project work to ensure efficient query resolution on submissions to the Finance Department and direct integrations to the accounting systems, via the helpdesk ticketing system Zendesk.

### 1.3 GENERAL

- ▶ Recommend changes to working processes and practices in response to changing circumstances ensuring quality of service is maintained.
- ▶ Contribute as an active member of the team by respecting the work of other team members, contributing to building team morale and motivation.
- ▶ Contribute to the skill and knowledge development of other team members and support and encourage others.
- ▶ Contribute to developing finance strategy ensuring future growth and service excellence.
- ▶ Staff supervision as required in the absence of the Director, Finance.
- ▶ Any other duties as may be reasonably required that are consistent with the grade of the post and/or may present as development opportunities.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ CPA or CA or progress towards postgraduate qualifications and extensive relevant experience; or extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated knowledge and experience of technical financial accounting, delivering year end statutory reporting and interpretation of accepted accounting standards and principles.
- ▶ Demonstrated knowledge of taxation (GST and FBT).
- ▶ Demonstrated ability to prepare financial statements including Balance Sheet, Income and Cash Flow from source data.
- ▶ Experience of managing multi-year cash flow modelling and related cash management processes including foreign currencies.
- ▶ Experience of Enterprise Resource Planning (ERP) system implementations and upgrades (like Microsoft Dynamics Great Plains), with the ability to consolidate and analyse data across a number of systems and platforms.
- ▶ Advanced excel and data management skills including pivot tables, model development and graphing. Ability to understand, write and alter report structures via Structured Query Language (SQL). Ability to critically evaluate and propose system and process improvements.
- ▶ High level interpersonal and verbal communication skills with the ability to liaise with and influence a range of people across all levels of the organisation

- ▶ Excellent written communication skills
- ▶ Ability to work autonomously with considerable independence as well as part of a team
- ▶ High level ability to initiate, develop and implement effective workplace practices and processes and convey complex information to colleagues
- ▶ High level problem solving skills with the ability to exercise judgement and initiative
- ▶ Highly developed analytical skills and the ability to manipulate and extract data to meet organisation management information requirements.
- ▶ Demonstrated ability to maintain confidentiality and professional integrity in all dealings with staff.
- ▶ High level organisational and time management skills, including the ability to prioritise workloads, work well under pressure, and organise own work and others to meet deadlines
- ▶ Demonstrated ability to be flexible and adaptable in a changing environment
- ▶ Demonstrated commitment to providing excellent customer service.
- ▶ Excellent stakeholder engagement skills, including managing competing demands and stakeholder groups
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite

## 2.2 DESIRABLE

- ▶ Knowledge and experience of research funding bodies, government charities, international and not for profit.
- ▶ Experience of using Crystal or similar report writing software

## 2.3 SPECIAL REQUIREMENTS

- ▶ Unrestricted right to work in Australia
- ▶ Valid Victorian driver's licence
- ▶ Any offer of employment is conditional upon receipt and maintenance of a valid Working With Children Card and a satisfactory Police Check
- ▶ Travel between Orygen sites will be required.
- ▶ All workplaces and surrounding sites are non-smoking environments.

# 3. Job Complexity, Skills, Knowledge

## 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Financial & Systems Accountant will work under the broad direction of the Director, Finance with a degree of autonomy.

The incumbent will supervise the Assistant Financial Accountant.

## 3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is expected to provide strategic support and advice requiring integration of a range of Orygen and university policies and external requirements, and an ability to achieve objectives operating within complex organisation structures.

### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The incumbent is required to develop new ways of using a specific body of knowledge which applies to work assignments, or may involve the integration of other specific bodies of knowledge.

The incumbent will be expected to use strong systems skills for SQL generated reports, and translation of funds held in foreign currencies. All statutory reports will be compliant with all Australian Accounting standards and legislation.

### **3.4 RESOURCE MANAGEMENT**

Direct budget accountability for \$30 - \$40 million

### **3.5 BREADTH OF THE POSITION**

The incumbent will have a depth or breadth of expertise developed through extensive relevant experience and application.

## ***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 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 deserve to service for excellence and reach the targets of Growing Esteem.

## ***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:

<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.

## 6. Other Information

### 6.1 CENTRE FOR YOUTH MENTAL HEALTH

[www.cymh.unimelb.edu.au](http://www.cymh.unimelb.edu.au) and [www.orygen.org.au](http://www.orygen.org.au)

In January 2009 the University of Melbourne established a new Centre for Youth Mental Health (CYMH) within the Faculty of Medicine Dentistry and Health Sciences, where the academic and professional staff who are provided to Orygen are now based. All NHMRC and ARC Grants to be used for Orygen activities are managed within CYMH.

The creation of this academic and administrative structure reflects the multidisciplinary nature of this field of inquiry and knowledge, and its growing scientific and practical breadth and significance. This is only the fourth such supra-departmental structure to be created in the Faculty and there is no parallel to date anywhere else in Australia.

The Chair of the Centre for Youth Mental Health is Professor Patrick McGorry and the Chief Operating Officer is Mr John Moran. Reporting arrangements are through the University of Melbourne structure with a direct report to Professor Shitij Kapur, Dean of the Faculty.

The Research Division of Orygen is staffed by the academic, research and associated professional staff from the Centre for Youth Mental and clinical specialists from Melbourne Health.

Our areas of research are:

- Clinical Translational Neuroscience
- E-Health
- Emerging Mental Disorders
- First Episode Psychosis
- Functional Recovery
- Mood Disorders
- Neurobiology and Neuroprotection in Emerging Mental Disorders
- Personality Disorder
- Suicide Prevention
- Ultra-High Risk for Psychosis
- Vulnerable and Disengaged Youth

### 6.2 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.

### 6.3 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>.

### 6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant



advancement in the excellence and impact of its research outputs.  
<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- ▶ Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- ▶ Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- ▶ Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

## 6.5 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>