



# POSITION DESCRIPTION

Research, Innovation and Commercialisation  
University Services

## Research Accountant

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| <b>POSITION NUMBER</b>                                 | 0036875   |
| <b>PROFESSIONAL CLASSIFICATION<br/>STANDARD/SALARY</b> | PSC 6 - \$79,910 - \$86,499 per annum (pro rata for part-time)  |
| <b>SUPERANNUATION</b>                                  | Employer contribution of 17%  |
| <b>WORKING HOURS</b>                                   | Full Time (1 FTE)   |
| <b>BASIS OF EMPLOYMENT</b>                             | Continuing  |
| <b>HOW TO APPLY</b>                                    | <p>Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a>, 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.</p> <p>Indigenous applicants are encouraged to apply.</p> |
| <b>CONTACT<br/>FOR ENQUIRIES ONLY</b>                  | <p>Debbie Lozankoski<br/>Tel +61 3 9035 4717<br/>Email <a href="mailto:debbiel@unimelb.edu.au">debbiel@unimelb.edu.au</a><br/><i>Please do not send your application to this contact</i></p>  |

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

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

## **ABOUT THE ROLE**

### **Position Purpose:**

The Research Accountant supports the University's research community to deliver high quality research outcomes by ensuring accurate, compliant and timely financial, accounting and audit services throughout the research project lifecycle.

The Research Accountant will liaise and develop working partnerships with faculty researchers, finance managers, research managers, University Services, Research Innovation and Commercialisation, Chancellery and funding bodies.

The Research Accountant will be expected to proactively apply their knowledge and skills to the development of processes and documentation for the continuous improvement of services and delivery across the University community.

Reporting line: Senior Research Accountant

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: None

### **Key Dimensions and Responsibilities:**

Task level: Significant

Organisational knowledge: Significant

Judgement: Extensive

Operational context: University wide, external funding sponsors, and collaborators

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:**

- Coordinate and prepare accurate financial reports to acceptance for external sponsors, undertake thorough investigative action, resolving variances, and ensuring financial transactions comply with terms and conditions.
- Prepare financial reports, supporting documentation, commentary and manage internal or external audit activities.
- Calculate and/or distribute income on a periodic or ad-hoc basis and investigate and resolve variances to ensure income is attributed accurately.
- Maintain a sound knowledge of current University Policy and Procedures, relevant funding rules, tax obligations and financial legislation.
- Provide high quality, responsive expert services to research communities to assist with grant bids, financial management and deliver accurate and timely reporting to research staff and external funding providers.
- Contribute to the continuous review and development of financial accounting processes, controls, systems, templates and documentation.
- Communicate, liaise and support staff across the University in order to contribute to their understanding and practice of good financial management, governance and compliance.
- Establish relationships with external funding bodies including Australian Research Council, National Health and Medical Research Council, government and industry partners and international organisations.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

## **Selection Criteria:**

### **Education/Qualifications**

1. The appointee will have: Tertiary qualifications in a relevant discipline with subsequent relevant experience and/or an equivalent combination of education and relevant experience.

### **Knowledge and skills:**

2. 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.
3. Tertiary qualifications in a relevant discipline with subsequent relevant experience and/or an equivalent combination of education and relevant experience.
4. Demonstrated experience in multiple funding source account reconciliations, variance resolution, preparation and authorisation of financial statements, acquittals and audits, and application of financial governance principles.
5. Experience in interpreting policy and contract conditions and provide advice, analysis and reasoned recommendations.
6. High degree of computer literacy and numerical data analysis skills – particularly advanced Excel. Experience with Oracle ERP and GL Wand would be an advantage.
7. High level attention to detail, organisational skills and demonstrated ability to prioritise workloads in a high-volume environment to ensure timely delivery of reports.
8. Demonstrated communication and interpersonal skills, with an ability to develop, influence and effectively manage internal and external stakeholder relationships.
9. Demonstrated analytical and problem solving skills, an ability to identify issues and to develop initiatives to achieve operational process improvements.
10. Demonstrated ability to work effectively and flexibly as a member of a team, including working under pressure to meet tight deadlines.

### **Desirable**

11. CPA or CA qualifications
12. Experience working within a University or similar large and complex organisation.
13. Knowledge of ARC/NHMRC and or Foreign Currency Schemes

## **Other job related information:**

During peak service delivery periods (January to June), leave is restricted and additional work outside of normal business hours may be required