



## POSITION DESCRIPTION

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

### Assistant Accountant

<b>POSITION NO</b>	0044823
<b>CLASSIFICATION</b>	PSC 5
<b>SALARY</b>	\$68,892 - \$79,130 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 9.5%
<b>WORKING HOURS</b>	Full time
<b>BASIS OF EMPLOYMENT</b>	Fixed term contract to 30 June 2020. Fixed term contract type: Externally funded
<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 Email <a href="mailto:pfranz@orygen.org.au">pfranz@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 Assistant Accountant is responsible for facilitating the implementation of the financial electronic workflows for accurate and timely processing and payment of accounts payable and employee expense reimbursements (including corporate credit cards).

This role is also accountable for the completion of supplier and general ledger reconciliations, ensuring adherence to the company's financial delegation of authority, and maintenance of all non-staff wages expenditure via the accounting systems.

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

### **1.1 SYSTEMS DEVELOPMENT AND IMPLEMENTATION**

- ▶ Assist with the implementation of the processing of all payments (EFT, BPays, International, Direct Debits, Corporate Credit Cards) via the financial electronic workflows for the whole company.
- ▶ On-going user testing and system adjustments that will positively impact payment processes.
- ▶ Assist with the construction of processes, procedures and policies documents related to payments in the company and training and consultation of staff around payment processes

### **1.2 ACCOUNTS PAYABLE**

- ▶ Responsible for end to end Accounts Payable duties with accurate processing of creditor invoices (high volume, approx 200-250 per week) by preparation of weekly and fortnightly payment runs.
- ▶ Keep track of the contracts with creditors and maintain their payment and service schedules. Create and maintain the creditors bank accounts via the approval system in

the accounting system. Check and maintain all ABNs so that payments are made in accordance with ATO guidelines.

- ▶ Prepare credit forms and ensure that payment terms are set in line with company policies. Ensure that bank charges and overseas bank fees are passed on to the beneficiary where possible.
- ▶ Prepare purchase orders for procurement items where necessary and match invoices to approved purchase orders.
- ▶ Maintain cost allocation journal templates to ensure that costs are appropriately allocated and coded across projects in accordance with financial delegation. Transfer of costs via journals to appropriate projects where necessary.
- ▶ Processing payments via EFT, BPay, international transfers, direct debits and manual cheques for trade creditors, private practitioners, participants, consultants and staff reimbursements.
- ▶ Conduct supplier statement reconciliations and provide remittance advices to assist matching of payments. Keeping track of payments rejected by the bank, credit notes and arranging for refunds and re-banks where necessary.
- ▶ Maintain a high level of customer service in accordance with service level response times. Liaise with suppliers, employees, private practitioners, participants, consultants, managers and bank authorisers. Investigate and resolve payment queries via Zendesk in a timely manner.
- ▶ Creating the annual schedule for bank authorisations of payment batches and liaising with bank authorisers to meet the deadlines of the bank authorisation.

### 1.3 ACCOUNTS RECEIVABLE

- ▶ Prepare charge out invoices for all payments made via Accounts Payable on behalf of other entities.
- ▶ Payment matching and follow up for outstanding payments related to charge out invoices.

### 1.4 GENERAL LEDGER RECONCILIATIONS

- ▶ Conduct monthly reconciliation of Trade creditors, supplier reconciliations and AP charge out accounts.

### 1.5 BUDGETS AND FORECASTS

- ▶ Maintain budgets for all creditor payments and contribute to forecasts for supplier payments

### 1.6 CASHIER

- ▶ Act as the company's cashier to manage the dispensation of petty cash and cash advances to the company
- ▶ Provide additional dispensation of cab charges, parking vouchers, and myki cards

### 1.7 CASH FLOW & TREASURY

- ▶ Provide input into the construction and maintenance of payment terms in Accounts Payable to ensure cash outflows are synchronised with cash inflows.

- ▶ Act as the company's cashier to manage the dispensation of petty cash and cash advances to the company.
- ▶ Provide cash flow statement categorisation of accounts Payable transactions.
- ▶ Prepare all inter-bank transfers to ensure cash balances match the payment source.
- ▶ Assist with the preparation of foreign currency conversions.

## 1.8 COMPLIANCE

- ▶ Responsible for ensuring that all Accounts Payable payments are in accordance with GST and FBT legislation
- ▶ Responsible for ensuring that all travel and conference payments are in accordance with the company's travel policy

## 2. Selection Criteria

### 2.1 ESSENTIAL

- ▶ Completion of a degree, (or completion of a diploma qualification and subsequent relevant work experience; completion of a Certificate IV and extensive relevant work experience, or completion of a post-trades certificate and extensive relevant experience), or an equivalent combination of relevant experience and/or education/training.
  - ▶ Experience in a high volume full function Accounts Payable role with high focus on accuracy, attention to detail and accountability.
  - ▶ Experience in GST, FBT and payment in multiple foreign currencies
  - ▶ Experience with month end reconciliations and reporting
- Strong analytical skills with the ability to problem solve, improve processes and analyse trends
- ▶ High level verbal and written communication skills with the ability to relate effectively with a range of people across all levels of the organisation
  - ▶ Well-developed organisation and time management skills with the ability to work in high volume, high complexity and dynamic environments
  - ▶ Demonstrated commitment to providing excellent customer service
  - ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite, including Excel.
  - ▶ Demonstrated ability to work independently and as part of a team

### 2.2 DESIRABLE

- ▶ Experience of working in the higher education and/or not for profit sector
- ▶ Experience of using University of Melbourne systems e.g. THEMIS
- ▶ Experience of using Microsoft Dynamics Great Plains software.

### 2.3 SPECIAL REQUIREMENTS

- ▶ A current police check will be required
- ▶ Current Working with Children Check is required

- ▶ Full unrestricted work permit / visa for Australia
- ▶ Current full Victorian Driver's licence
- ▶ All staff members participate in required EHS training
- ▶ In line with Melbourne Health Policy this is a non-smoking environment

### ***3. Job Complexity, Skills, Knowledge***

#### **3.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The incumbent will work under the general direction of the Director of Research. As such the incumbent will need to demonstrate initiative and be able to work with minimal supervision.

The incumbent may supervise or co-ordinate others to achieve objectives.

#### **3.2 PROBLEM SOLVING AND JUDGEMENT**

The incumbent is expected to solve problems through the standard application of theoretical principles and techniques. The Assistant Financial Accountant is required to exercise judgement and make sound decisions either independently or after consulting with others. Decisions may be required in the absence of the supervisor so recognition of the consequences of such decisions is imperative.

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

The incumbent is expected to perform tasks/assignments which require proficiency in the work areas rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions, in order to assist in their adaptation to achieve objectives, and advise, assist and influence others.

#### **3.4 RESOURCE MANAGEMENT**

The incumbent is expected to effectively manage their time and workload to meet agreed objectives and deadlines. The position does not have any financial delegation or budget responsibilities.

### ***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 desire to strive 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.

### **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>