



## POSITION DESCRIPTION

Finance and Employee Services  
University Services

### Research Accountant

<b>POSITION NO</b>	0036875
<b>CLASSIFICATION</b>	PCS 6
<b>SALARY</b>	\$77,207 - \$83,573 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>EMPLOYMENT TYPE</b>	Full time continuing position
<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> , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Meghan Williams Tel: +61 3 8344 7440 Email: <a href="mailto:meghan.williams@unimelb.edu.au">meghan.williams@unimelb.edu.au</a>  <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:

[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)  
[joining.unimelb.edu.au](http://joining.unimelb.edu.au)

## ***Position Summary***

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.

### ***1. Selection Criteria***

#### **1.1 ESSENTIAL**

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

#### **1.2 DESIRABLE**

- ▶ CPA or CA qualifications.
- ▶ Experience working within a University or similar large and complex organisation.

### ***2. Special Requirements***

- ▶ There are peak service delivery periods during which leave is restricted.

### ***3. Key Responsibilities***

- ▶ Account reconciliation, financial report preparation to acceptance, audit management, and compliance with funding contract terms and conditions.
- ▶ 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.
- ▶ Build collaborative working partnerships with staff from Finance and Employee Services, Research Innovation & Commercialisation and academic divisions.
- ▶ 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.

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

#### **4.1 LEVEL OF SUPERVISION / INDEPENDENCE**

The Research Accountant will report to the Senior Research Accountant and will work under broad direction with the expectation to independently set and prioritise their day-to-day tasks.

In the execution of the role, the Research Accountant is required to work both in teams and autonomously to initiate contact, liaise with internal and external stakeholders and work with key staff across academic, professional and administrative units.

#### **4.2 PROBLEM SOLVING AND JUDGEMENT**

The Research Accountant is responsible for interpreting and applying specialist expertise of University policies and processes, contractual and legislative requirements and accounting practices to analyse financial information in the preparation of compliant financial statements. Many functions will be based on clearly defined processes and criteria, whilst others will require analysis, planning and problem solving skills.

#### **4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

The Research Accountant will require knowledge and skills in spreadsheets, numerical analysis, financial principles and practice with strong familiarity of the University's financial

policies and processes. The Research Accountant will be expected to collaborate with stakeholders in various roles and units across the organisation.

#### 4.4 RESOURCE MANAGEMENT

This position has no budget or supervisory responsibilities.

#### 4.5 BREADTH OF THE POSITION

The Research Accountant is required to collaborate with a broad range of internal and external stakeholders. While the position is located within Finance and Employee Services, the incumbent will have the opportunity to work with staff in administrative and academic units.

## 5. Other Information

### UNIVERSITY SERVICES

A trusted partner in shared services.

We operate with a clear, responsive, respectful, user-friendly approach and create a problem-solving culture that empowers people to deliver their best.

University Services comprises of approximately 1,600 staff and represents the aggregation and concentration of service delivery capability with the largest administrative unit within the University. It comprises ten portfolios:

- Research, Industry and Commercialisation
- External Relations
- Academic Services
- Finance and Employee Services
- University Procurement Services
- Infrastructure Services
- Project Services
- Legal and Risk
- Business Intelligence and Reporting
- University Services Operations

These portfolios are responsible for the planning, delivery and review of most professional services.

The University Services organisation also plays a key role in defining the service ethos and quality standards for the broad range of services, as well as leading key aspects of transformational change, and defining and influencing future service enhancements. At its core, the benefit from the establishment of University Services has come from building expertise, consolidating like functions / services, eliminating duplication, capturing the benefit of scale, and providing a platform that has improved process and system efficiency.

### UNIVERSITY SERVICES VALUES

University Services 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.

## THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus 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.

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>.

## 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/index.html#home>

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.

## EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

## 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/unisec/governance.html>.

## 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.