MISSION

The mission of St Vincent’s Institute (SVI) is to carry out the highest quality laboratory-based biomedical research in order to make discoveries that will improve the health of the community by prevention or better treatment of common diseases that cause premature death or reduced quality of life. The mission is based on the values of excellence, ethics, innovation, creativity, collaboration, teamwork, individual drive, persistence and integrity.

Job Title               Senior Finance Officer
Annual Salary          Pro rata $80,000 - $90,000 (FTE) depending on qualifications & experience
Salary packaging       Up to $15,900 FBT exempt
Location               Finance
Reports to             Head of Finance
Hours                  Part Time – 3 days (22.8 hours per week)

MAIN JOB PURPOSE

Take the lead responsibility for Research Grant accounting and reporting:
• Provide all accounting and reporting functions on grant income and expenditure;
• Act as primary point of contact for grant income stakeholders including SVI Grants Office, Laboratory Heads and other research grant recipients.

Contribute to the key objectives of the SVI Finance Department:
• Provide accurate information and on-time reporting and analyses to underpin effective business decision-making;
• Identify cost and savings improvements across the Institute including process efficiencies (labour cost savings), effective procurement (savings in expenditures), prompt collection of income, cash flow management and other strategies;
• Safeguard assets and the maintaining of records, in compliance with Australian Accounting Standards, NHMRC guidelines, ATO, ACNC and other regulatory requirements;
• Produce Monthly/Quarterly/Year-end statutory financial accounts and reports;
• Support the Head of Finance on ad hoc projects, as required.

KEY RESPONSIBILITIES

1. Research grant accounting and reporting

   - Under the direction of the Head of Finance, undertake all financial aspects of SVI grants management;
   - Maintain ongoing communication and foster effective working relationships with the SVI Grants Office, Laboratory Heads and individually funded researchers;
   - Retain copies of all funding agreements and ensure the accurate, complete and on-time financial and acquittal obligations are in accordance with the terms of the agreements;
   - Ensure researchers and Purchasing Officer are aware of any restrictions on individual grant expenditures;
   - Create and disseminate project codes in the accounting system for all new grants;
   - Prepare monthly project summaries for each research group;
− Monitor billing of invoices based on timelines or milestones per grant agreement through the active maintenance of a register of due dates for the raising of invoices, following up with grant holder and/or lab heads in advance of due dates to minimise lead time and ensure prompt invoicing and collection of grant income;
− Prepare invoices for relevant granting bodies and parties;
− Assist the Head of Finance and the Grants Office in the maintenance of the shared grants database;
− Generate purchase reports / project reports from accounting system, review and analyse, distribute and discuss with grant holders and/or lab heads on a regular periodic basis;
− Address queries/requests in regards to research project financials and prepare analyses as required by the Head of Finance;
− Process accounting journals to recognise grant income in accordance with Australian Accounting Standards;
− Follow up on collection of overdue invoices;
− Prepare acquittals in advance of the due dates and submit to Head of Finance with associated calculations and supporting documents for review and approval;
− Maintain accurate records/database and prepare information/analyses required for grant applications and statutory bodies e.g. Operational Infrastructure Support (OIS), Australian Association of Medical Research Institutes (AAMRI).

**Performance Measures**

Evidence of the following:

* Grant income is expended in accordance with the terms of the funding agreement;
* Monthly project reports are accurate and produced in accordance with agreed dates;
* Prompt invoicing and income collection;
* High standard of financial analyses and acquittals, produced in accordance with agreed timeframes;
* Successful and cooperative relationships developed with key internal stakeholders;
* Initiative shown in the identification and implementation of streamlined processes, efficiencies in grant income financial analyses, reporting and administration;

2. **General month, quarter and year-end financial closing and reporting activities.**

− Perform month-end closing procedures and coordinate completion of tasks by other Finance team members such as:
  − Prepare supporting documentation and process journals in accounting system;
  − Prepare bank reconciliations;
  − Prepare credit card reconciliations;
  − Prepare GST reconciliation and information required for BAS, submit to Head of Finance with associated calculations and supporting documents for review and lodgment;
  − Process accounting journal in accounting system to capitalize fixed assets on a monthly basis. Update fixed asset register, calculate depreciation expense, and process accounting journal in accounting system to record depreciation expense on a quarterly basis. Update register for EQUIP or relevant project codes and funding source;
  − Obtain investment reports, reconcile to accounting records and process journal in accounting system on a quarterly basis;
  − Run Project Report for the month.
  − Review infrastructure (non-research) project codes and follow-up / resolve issues or adjustments required;
  − Review locked store reconciliation;
  − Prepare reconciliations of prepaid expense accounts, suspense accounts, accruals and provisions accounts, deferred income accounts and adjust as required;
  − Update budget vs actual spreadsheet and related commentary for significant movements or variances;
  − Check that all journals have been posted and perform period-end close in accounting system, emailing Finance system operator.

• Liaise with auditors and prepare information required for audits.
**Performance Measures:**

* Effective coordination and synthesis of information for month-end, quarter-end and year-end reporting activities;
* Material produced is in accordance with Australian Accounting Standards, is of a high standard, accurate and complete, within agreed timeframes and internal reporting requirements;
* Month-end reports are completed no later than close of business on day 10 immediately following end of the month;
* Initiative shown in the identification of cost reduction and savings.

3. **Ad hoc projects**

- Assist with ad-hoc projects and activities;
- Undertake general accounting duties of other Finance team members when on leave.

**Performance Measures:**

* Co-operative and productive contribution to shared unit projects;
* Effective teamwork and contribution to others’ work within the unit.

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**SELECTION CRITERIA**

**EXPERIENCE, KNOWLEDGE & QUALIFICATIONS**

- Formal knowledge of accounting theory and practice; CA or CPA preferred with a minimum of 3 years experience in a similar role, ideally in a research institute or university
- First rate analytical skills, attention to detail and creative problem solving skills
- An advanced level of Excel expertise and experience working with accounting systems

**PERSONAL ATTRIBUTES**

- Excellent communication skills, both written and verbal, and demonstrated stakeholder engagement skills with the ability to work with senior researchers and academic leaders;
- Thrives working in a team environment;
- Takes initiative in implementing continuous improvement of financial accounting processes;
- Demonstrated high level of accuracy and attention to detail;
- Ability to set appropriate priorities and meet deadlines without compromising accuracy and quality;
- Able to enjoy working in a small team with a willingness to contribute to the work of others in the team;
- Good work ethic and high level of honesty and integrity;
- High regard for confidentiality in relation to financial information

I understand and agree to undertake the requirements of the role, as described above:

Incumbent Name……………………………………Signature……………………………… Date……………

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