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## Position Description

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<b>Position Title:</b>	VCGS Senior Management Accountant
<b>Salary Range:</b>	MCRI Professional and Administrative Salaries - Level 8 Step 1
<b>Reporting Manager:</b>	VCGS Finance Manager
<b>Direct Reports:</b>	NA
<b>Home Group:</b>	Finance

### Who are we?

The Murdoch Children's Research Institute (MCRI) is home to significant scientific discoveries. We believe there is an answer, a cure or a better treatment for every childhood condition — and we're determined to find it.

We are a diverse team of world-leading researchers, doctors, engineers, and hardworking professionals in corporate and scientific services from all corners of the world with one shared goal — to transform child health worldwide.

Our strength lies in our partnership and co-location with The Royal Children's Hospital and the University of Melbourne — the Melbourne Children's Campus. This rare model amplifies opportunities to quickly translate research into clinical care.

At MCRI, you'll also find our subsidiary organisation, the Victorian Clinical Genetics Services (VCGS), a specialist childhood, prenatal and adult genetics service. VCGS provides an integrated genetic consultation, counselling, testing and diagnostic support service to children, adults, families and prospective parents.

Together, we share a powerful vision: re-imagine the future of child health.

### What is it like to work for us?

Our people are our biggest asset and we have a great range of benefits to support them:

- Salary Packaging
- Yoga, Pilates and Mindfulness
- On-site Gym
- Employee Assistance Program (EAP)

We are committed to ensuring a positive working environment that values all backgrounds and experiences. We cultivate an inclusive culture that is underpinned by equal opportunity for all and a culture based on respect, consideration and dignity. We are also committed to developing our people and fostering an environment where learning and development is central to our staff reaching their full potential.

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### About Research Support and Operations Team (RSO)

Our mission is to improve the efficiency and effectiveness of our researchers by focusing our efforts in three important areas: providing more time for research; improving research resources and services; and delivering an excellent research environment.

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More research time and better resources allows our researchers to be best placed to continue to make discoveries to improve the health and wellbeing of children.

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### **Position Overview**

The Senior Management Accountant is a key supporting role for the VCGS Finance Manager including a capability to act as 2IC. The role is responsible for month end finalisation and preparation of financial information related to business performance including emerging trends and forecasts. The Senior Management Accountant will provide accurate, reliable and timely financial information, demonstrate integrity in relationships, and foster a keen focus on delivering insight to the VCGS Finance Manager and VCGS management.

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### **Key Accountabilities**

#### **End of Month**

- Ensure all transactions related to the reporting month is accurately captured in the finance system. This includes but is not limited to the integration of patients' financial/billing data with the finance system.
  - Recognising and calculating cost of sale and work in progress for the Clinical Exomes laboratory
  - Raising journals and allocating funding tied to selected AGHA research flagships, which involves engagement with flagship heads
  - Revenue recognition spanning billing of testing services, government contracts and 3<sup>rd</sup> party arrangements
  - Processing fixed assets transactions including depreciation
  - Preparing and processing investment portfolio transactions journal
  - Perform common costs distributions to Laboratory (Lab) cost centres
  - Integrate Royal Children Hospital expenses incurred on behalf of VCGS with finance system
  - Prepayments and WorkCover accrual journal
  - Reviewing and accruing expenditure
  - Collate profit and loss result and analyse against budget to identify any required additional adjustments/accruals
- Balance Sheet Reconciliations as delegated by VCGS Finance Manager
- Highlight to VCGS Finance Manager any material debtor balances outstanding for more than 90 days. Work with Accounts Receivable team to ensure appropriate follow up processes are in place to recover debts.
- BAS preparation and ensure compliance with GST legislation
- Prepare test volume analysis and commentary for VCGS Finance Manager
- Preparation of financial reports for Lab Managers

#### **Budget, Costing and Analysis**

- Assist with Labs, Lab services and management budgets
- Assist with tests' costs of sale revision and costing of new tests
- With respect to tests covered by Medicare develop clear understanding of Medicare rules and regulations
- Perform 'what if' analysis for proposed changes to existing tests or tests mix
- Ensure staff salaries are allocated and where appropriate, recovered, within the correct cost centres and any changes to these allocations are processed in a timely manner.

#### **Systems and Processes**

- Develop and maintain clear understanding of Lab systems and their integration with the finance system including existing written integration scripts
- Evaluate existing cross functional processes between Labs and VCGS Finance and suggest any improvements including automation

#### **Additional Support to VCGS Finance Manager**

- Responsible for preparation of monthly cash flow reports to ensure adequate working capital and maximisation of investments
  - Assist with DHHS contract and various compliance requirements
  - Assist with any other tasks as delegated by VCGS Finance Manager
  - Assist with Lab Managers' financial education and training
  - Assist with annual audit and preparation of VCGS Financial Statements
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## Selection Criteria

### Essential:

- Working with Children & National Police Clearance (if appointed)
  - CPA or CA qualified
  - At least 5 years of relevant experience:
    - end of month completion
    - financial analysis and reporting
    - stakeholder engagement and productive relationships
    - cost accounting
    - cash flow and investments management
    - good knowledge of GST legislation
    - budgets
    - involvement in finance and/or systems implementation
  - Advanced Excel skills including understanding of macros, knowledge of SAP B1 will be an advantage
  - Excellent people skills
  - Adaptability
  - Good problem-solving skills
  - Excellent work ethics
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## Conditions of Employment

- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Governments Child Safety Standards
  - The right to reside and work in Australia and you meeting any applicable visa conditions
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## Health, Safety & Wellbeing

- We are committed to providing and maintaining a working environment which protects the health, safety and wellbeing of our people, partners and the community
  - Employees conducting duties on behalf of MCRI are expected to meet the environment, health and wellbeing requirements and responsibilities specifically required for the role
  - We are committed to supporting children in their right to be safe and adhere to the responsibilities we have to ensure their protection and safety as per the Child Safety Standards Policy
  - Specified positions may be subject to medical review to ensure that the inherent requirements of the role can be undertaken safely.
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*As MCRI evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its employees. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. This position description is intended to provide an overall view of the incumbent's role as at the date of this statement.*