



## NOSSAL INSTITUTE LIMITED

### POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Project Accountant
<b>REPORTING TO:</b>	Manager – Finance
<b>CLASSIFICATION:</b>	Category 4
<b>EMPLOYMENT TYPE:</b>	Full-time or 0.8 FTE, Fixed term two year appointment
<b>NUMBER OF REPORTS:</b>	0

### THE ORGANISATION

The Nossal Institute for Global Health is multi-disciplinary team in the [Melbourne School of Population and Global Health](#) at the University of Melbourne. We work to strengthen the quality, affordability and inclusiveness of health systems in the Asia Pacific region through practical research, learning and cooperation. Visit our website to learn how the Nossal Institute is building a better future for all through stronger health systems: [ni.unimelb.edu.au](http://ni.unimelb.edu.au)

### POSITION SUMMARY

Reporting to the Manager – Finance, this position will contribute to the development of an organisational approach to the financial management of projects and portfolios by delivering robust project reporting and accounting. You will be working closely with the Manager – Finance to undertake core project accounting activities including project lifecycle reporting, budgeting, forecasting, time sheet administration and financial governance.

This position works collaboratively with the Programs team who project coordinate the research and consultancy projects for the organisation; as well interacting and supporting the technical staff.

### DIVERSITY AND INCLUSIVITY STATEMENT

Nossal Institute Limited is committed to a diverse and inclusive workforce free from all forms of discrimination. We actively work to remove barriers to ensure all employees enjoy full participation in the workplace and encourage applications from diverse backgrounds.

We adopt our diversity and inclusivity policies from the University of Melbourne, which can be viewed at <https://about.unimelb.edu.au/careers/diversity-and-inclusion>

### KEY RESPONSIBILITIES

- Prepare and advise on costing and pricing, budget and reporting worksheets for all projects from proposal to implementation
- Provide guidance for financial compliance for project contracts
- Work with Technical staff to collate timesheets and charge out details relating to all projects on a monthly basis
- Raise accounts receivable invoices for all projects in a timely manner
- Arrange all project related invoice payments including: raising purchase orders, requesting payment via the University Service-Now portal or Entity Solutions
- Coordinate ADI journals and supporting documents relating to inter-departmental charge outs

from University of Melbourne sub-contractors

- Review project financials actual against budget on regular basis
- Prepare project financial acquittals in accord to funding body terms and conditions, with assistance and guidance from Manager – Finance
- Assist with annual budget process and forecast with inputs from project financials
- Manage project financial audits as required
- Maintain a current project chart of accounts including opening and closure of project accounts
- Ad-hoc finance tasks as requested
- Contribute to continuous improvement of processes for the organisation and align activities for continued strategic growth of organisation

### **SELECTION CRITERIA**

- A tertiary qualification with relevant experience in a finance or accounting role or a combination of relevant professional experience and education/training
- Strong project accounting experience; including planning, budgeting, analysis and reporting
- Knowledge of grants and contracts compliance
- High level of Excel
- Ability to work independently and to respond to set tasks and ad hoc requests quickly, logically and with a clear sense of priority
- Strong interpersonal skills, with an ability to work effectively in a team environment and across all levels of the business (multi-disciplinary)
- Strong written and verbal communication skills, especially in conveying financial information and requirements in simple language to people with a non-finance and accounting background
- A desire-to-learn with a can-do-attitude

### **ENVIRONMENT, OCCUPATIONAL HEALTH AND SAFETY**

The incumbent will:

- Follow safe work procedures and instructions
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported
- Participate in meetings, training and other health and safety activities
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse
- Take appropriate actions to reduce use of energy, water and supplies that adversely affect the environment (including the Nossal “carbon footprint”)