

A more equitable world through better health.



POSITION DETAILS

TITLE	Financial Accountant
CLASSIFICATION	Level 8 (\$122, 334 - \$132, 413 + Super + Salary Packaging)
TIME FRACTION	1.00 FTE
CONTRACT TYPE	Ongoing
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land / Work From Home
REPORTS TO	Finance Strategy & Reporting Director
DIRECT REPORTS	N/A
LAST UPDATED	June 26

POSITION SNAPSHOT

The Financial Accountant plays a key role in financial reporting, compliance, and internal controls while also contributing to strategic decision-making. This role involves analysing financial data, developing reports from the ERP system, and providing insights that enhance business performance, risk management, and operational efficiency. The role is integral in the production of the end of year audited financial statement.

KEY RESPONSIBILITY AREAS

1. Financial Reporting and Compliance	<ul style="list-style-type: none">• Assist in the preparation and review of financial statements and reports in accordance with AASB.• Ensure compliance with tax regulations and internal policies.• Maintain proper documentation and financial records in compliance with donor agreements, regulatory bodies, and organisational policies.
2. General Accounting and Reconciliation	<ul style="list-style-type: none">• Perform balance sheet reconciliations and maintain accurate financial records.• Manage Accounts Payable and Receivable staff• Complete month/quarter/year end tasks ensuring timely processing and reporting.
3. Process improvement, internal controls and ERP reporting	<ul style="list-style-type: none">• Maintain strong internal controls and ensure compliance with risk management practices.• Develop and generate financial reports from the ERP system to support business needs.• Identify opportunities to improve financial reporting processes through automation and system enhancements.
4. Strategic Decision Support	<ul style="list-style-type: none">• Provide financial insights and technical accounting guidance to support executive decision-making.• Assess financial risks and recommend mitigation strategies.• Collaborate with other teams to ensure smooth financial operations.

5.	Financial Analysis and Modelling	<ul style="list-style-type: none"> Develop, maintain, and review complex financial models to support forecasting, budgeting, business cases, and scenario planning. Collaborate with Program Managers and Executives to translate financial results into actionable insights and planning tools. Assist with developing multi-year forecasts and long-term financial plans, aligning with the Institute's strategic objectives.
6.	Other	<ul style="list-style-type: none"> Any other duties reasonably required.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES		
1.	Bachelor's degree in Accounting, Finance or related field. Professional certification (CPA, ACCA, CIMA).	Essential
2.	5+ years of experience in financial accounting, ideally within research, non-profit or higher education sectors.	Essential
3.	Strong technical accounting and AASB knowledge. Experience preparing audited financial statements.	Essential
4.	Experience managing the accounts payable and receivables functions.	Essential
5.	Sound technical knowledge of an accounting system (TechnologyOne or similar).	Essential
6.	Ability to communicate complex financial information clearly to non-financial stakeholders.	Desirable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Burnet Institute is a foundation partner of the AIID, a visionary initiative designed to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. The state-of-the-art facility is expected to be open in 2028 and will be home to Burnet Institute, Doherty Institute and The University of Melbourne, with funding from the Victorian Government. In joining this exciting initiative, Burnet will remain an independent medical research institute.



BURNET 2030 STRATEGY

The Burnet 2030 Strategy focuses on growing our impact, placing equity at the centre of what we do, and paying close attention to the effects of a rapidly changing climate and environment. Our point of difference is our technical breadth—from laboratory-based discoveries to field research, to commercialisation to development programs; all to progress toward a more equitable world. This is what sets us apart. Our Strategy will also see us invest in our people, building our position as the aspirational workplace within the sector with ethical values and a culture committed to fostering talent for future leadership and rewarding careers.

OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE
No Contact With Children

ENQUIRIES

For enquiries, please contact careers@burnet.edu.au