



Position Description

NAME:	Ceres Lam
JOB TITLE:	Accountant – Research Division Partner Assist
DEPARTMENT:	Finance
DIVISION:	Corporate
REPORTS TO (TITLE):	Senior Accountant – Research Division Partner
LAST DATE REVIEWED:	February 2019

JOB SUMMARY

This is an excellent opportunity for an Accountant who is looking for a challenge, diversity in their role and wanting to grow in a fast-paced environment.

You will be a hands-on Accountant that will assist business partners with their forecasting, budgeting and analysing of results. Your ability to develop positive relationships with the Research business partners and their teams and understanding their areas and key drivers will be integral to the success in this role.

A thorough understanding of the grant financial management framework is required, including managing grant invoicing and financial reporting to funding bodies.

You will manage the integration of payroll data into the general ledger and manage scholarship payments.

As a confident and motivated individual, your meticulous attention to detail and a great work ethic are key to this role. You will have a passion to challenge and improve processes.

PRIMARY TASKS / RESPONSIBILITIES

- Partner Assist for the Research Division – forecasting, reporting, analysis
- Manage payroll and provisions in the General Ledger, including integration from the payroll system
- Grants – manage all invoicing and financial reporting to funding bodies
- Manage UNSW Centre transactions and calculations - donations to and invoicing from
- Working with Senior Accountant to manage processes for KCA and CTX
- Manage Scholarships – forecasting and allocation
- Assist the Senior Accountant – Research Division Partner in developing a culture of continuous improvement within the Finance function

MINIMUM REQUIREMENTS

Qualifications and experience

- Accounting/Business based degree

- Strong knowledge and experience within an Assistant Accountant role

KEY SKILLS

- Proactive and motivated, taking ownership
- Strong time management and organisation skills, with the ability work within a fast-paced environment to meet strict deadlines and prioritise workload
- Confidence to engage with business partners to build effective working relationships
- High attention to detail with a strong technical grounding
- An innate desire to challenge and improve processes
- Ability to work collaboratively and effectively in a team environment while also valuing autonomy

EXPECTED OUTPUTS

- Well supported business partners that understand their financial results and have the tools and training needed to present accurate and timely budgets and forecasts
- Accurate Payroll and Provision amounts in General Ledger, recorded correctly against each GL codes
- Grant invoicing is on time and reporting to funding bodies meets their requirements
- Accurate calculations with supporting documentation for UNSW Centre transactions
- Managing time to meet deadlines
- Work collaboratively within the Finance team
- Improved workflows in at least three areas that reduces time and brings more meaningful information to end users

Children's Cancer Institute policies applicable

- Code of Conduct/Ethics
- Whistle-blowing
- Use of Electronic Resources
- Workplace Health & Safety
- Appropriate Workplace Behaviour
- Privacy
- Any other policies not listed here but are available on the Children's Cancer Institute Intranet Policies pages

SERVICE STANDARDS AND GENERAL EXPECTATIONS

- Respond to phone calls and emails within 48 hours
- Read internal communications within 48 hours
- Maintain up to date personal information in the HRIS (ConnX - Self Service) at all times



Position Description

OUR VALUES

A is for **Accountability** and **Integrity**

C is for **Camaraderie**, **teamwork** and **Sharing**

E is for **Excellence** and **Success**

S is for **Satisfaction**. The result of living our values everyday

COMPLIANCE AND CODE OF ETHICS AND CONDUCT

Staff members are responsible for ensuring that they are familiar with and comply with their conditions of employment as stated in their individual contract, all Children's Cancer Institute Policies and Procedures and relevant ethical and regulatory guidelines. Staff must be aware that breaches by individuals will not be tolerated or condoned and may be subject to the Disciplinary Action Policy.

Your knowledge and awareness of Children's Cancer Institute Policies and Procedures (including the Code of Ethics and Conduct), will be monitored from time to time to ensure that our compliance program is effective.

Part of compliance adherence involves the use of standardised forms, checklists, and other aids (as appropriate) to ensure that important compliance issues are not overlooked. All forms must be used in accordance with instructions and the procedures as outlined in the relevant policies and procedures to ensure that compliance to the laws and regulations occurs.

WORK HEALTH & SAFETY

- Must adhere to all WHS policies and procedures including reporting incidents within 24 hours
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- Actively participating in health and safety meeting, training and induction programs
- Complying with all safe work procedures and instructions
- Use equipment in compliance with relevant procedures, without wilful interference or misuse
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor and in the WHS reporting system (Myosh)
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

REPORTING STRUCTURE

Position reports direct to: Finance Manager

Departmental Structure: See Organisation Chart

Note: Reporting structure may change subject to management decisions and business requirements.

APPROVED BY

All parties below need to approve by signature and date.



Position Description

Lorraine Wallis
Head of Finance

Name
Position

Date: 20 May 2019

Date: _ _ _ _ _

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.