



POSITION DESCRIPTION

POSITION TITLE:	Finance Manager
POSITION LOCATION:	Olivia Newton-John Cancer Research Institute
EMPLOYMENT TYPE:	Fixed term

POSITION CONTEXT:

The Olivia Newton-John Cancer Research Institute (ONJCRI) is embedded within the Olivia Newton-John Cancer Wellness & Research Centre. The ONJCRI's mission is to discover and develop breakthrough therapies to help people live better with cancer or defeat it. Our research laboratories sit alongside patient treatment facilities to optimise collaboration between researchers and clinicians. The integration of laboratory and clinic ensures the rapid translation of scientific discoveries into clinical trials for the development of new cancer treatments. The ONJCRI is a global leader in the development of immunotherapies, targeted therapeutics and personalised cancer medicine.

The ONJCRI is the successor to the global Ludwig Cancer Research organisation with a proud track record of a quarter century of collaborative clinical research programs with Austin Health. Much of ONJCRI's strong foundation is built on the Ludwig Cancer Research legacy. Moreover, through the ONJCRI's exciting partnership with La Trobe University as its School of Cancer Medicine, we play a pivotal role in training Australia's future generations of medical researchers.

PRIMARY RESPONSIBILITIES:

The Finance Manager role is part of the Finance and Accounting function of the ONJCRI and works alongside the Chief Operating Officer (COO) in a 2IC capacity. The position will be responsible for delivering management and financial reporting, as well as oversee the Accounts Payable, Accounts Receivable and purchase ordering functions.

The Finance Manager will assist the COO with strategic financial leadership and planning, savings initiatives and strategies, financial analysis and reporting, budget development and implementation whilst providing key management accounting capability.

REPORTING LINES:

This position reports to the Chief Operating Officer. This position has one direct report, the Finance Officer position.

KEY RELATIONSHIPS:

The other key relationships that are an essential component of the position include:

Internal

COO

Finance Officer

Laboratory and Facilities Manager

Directors (Scientific and Medical)

Board of Management

Laboratory and Group Heads/Investigators/Grant Holders

Grants, Ethics and Projects Officer

Other Administrative/Lab Support staff

External

Research Services Team at La Trobe University Finance team in the College of Science Health and Engineering at La Trobe University

Suppliers and Contractors

Austin Health Accounts Department

ACCOUNTABILITIES:

- Preparation of monthly management reports and quarterly board reports including timely analysis and commentary of variances
- Planning and budgeting for all departments and analysing trends and variances
- Compliance with all statutory financial lodgments (GST & FBT) and preparation of annual statutory financial statements
- Management of accounts payables and receivables and treasury functions
- Undertaking financial compliance reporting to various funding agencies in accordance with terms and conditions of the funding agencies
- Provision of strategic analysis of financial reports to improve decision making
- Maintenance of Microsoft Dynamics Great Plains (GP) covering transactions for income & expenditure
- Manage all insurance for the ONJCRI including Professional Indemnity, WorkCover, Travel and Accident Insurance and any additional insurance requirements
- Ensure equipment inventory records are up to date with insurance values
- Effectively manage ONJCRI's cash flow including preparation of monthly cash flow reports and liaising with Investment managers on liquidity requirements
- Effective management of ONJCRI's creditors and debtors in accordance with usual terms of settlement with suppliers, outside agencies and staff

- Organisation of and reporting to banks regarding changes to signatory powers are actioned in a timely manner
- Effective staff management of Finance Officer in the execution of the accounts payable/receivable function
- Relationship management of key internal and external stakeholders

In conjunction with the COO to ensure:

- Maintenance and improvement of internal control systems.
- Accurate and effective interpretation of information on expenditure and budget variances including identification of risk and recommendations for cost efficiencies

AUTHORITY:

Authority is as delegated by the COO in accordance with ONJCRI policies and procedures.

CHALLENGES:

The Finance Manager will need to multi-task on a range of strategic, analytical and operational requirements and responsibilities. This position therefore requires effective organisational and time management skills, in addition to the ability to establish and maintain effective working relationships with internal and external stakeholders.

QUALIFICATIONS:

Tertiary qualifications with CA/CPA accreditations are essential. Additional Management qualifications, though not essential, would be desirable.

EXPERIENCE & CAPABILITIES:

Essential:

- Experience in all aspects of budget preparation, analysis and evaluation of financial performance
- Strong technical background, outstanding analytical and problem solving skills
- Systems savvy with exposure to financial systems implementation
- Ability to juggle multiple tasks while maintaining a high attention to detail and accuracy
- Strong stakeholder engagement skills and a collaborative team player
- Ability to translate and communicate complex financial data to non-financial managers
- Ability to be proactive and take total ownership of the role
- Advanced Microsoft Excel skills

- Demonstrated experience in statutory accounting and general finance management
- Broad understanding of tax legislation
- Strong understanding of accounting and compliance requirements
- Strong analytical and reporting skills
- High level of attention to detail and a high degree of accuracy
- Experience in the writing of reports, policies and procedures
- High degree of commercial acumen
- Superior organisational and time management skills
- Solid technical aptitude and outstanding analytical skills