



POSITION DESCRIPTION

POSITION TITLE: Assistant Accountant

POSITION LOCATION: Olivia Newton-John Cancer Research Institute

EMPLOYMENT TYPE: Fixed term and part time at 0.4 (flexible)

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 and 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 Assistant Accountant role is part of the Finance and Accounting function of the ONJCRI and reports to the Finance Manager. The position will be responsible for assisting with financial reporting requirements including month end and year end processes.

REPORTING LINES:

This position reports to the Finance Manager. This position has no direct reports.

KEY RELATIONSHIPS:

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

Internal

COO
Finance Officer
Directors (Scientific and Medical)
Board of Management
Laboratory and Group Heads/Investigators/Grant Holders
Grants, Ethic and Projects Officer
Other Administrative/Lab Support staff

External

Finance team at La Trobe University

Suppliers and Contractors

Austin Health Accounts Department

ACCOUNTABILITIES:

- Update and maintain the fixed asset register
- Invoicing
- Journals
- Maintenance of accounting systems covering transactions for income & expenditure
- Ensuring the accuracy and integrity of the general ledger and all other financial data. This includes balance sheet reconciliations.
- Assist the Finance Manager with the preparation of annual budgets and rolling forecasts as required
- Assist with month end and year-end financial accounting processes and requirements.
- Provide assistance to the Finance Officer with the effective management of ONJCRI's creditors and debtors in accordance with usual terms of settlement with suppliers, outside agencies and staff

AUTHORITY:

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

QUALIFICATIONS:

Tertiary qualifications with CA/CPA accreditations are preferred, or working towards these qualifications, coupled with relevant work experience.

EXPERIENCE & CAPABILITIES:

- Previous experience with Microsoft Dynamics GP (Great Plains) will be highly advantageous
- Demonstrated experience in statutory accounting and general finance management
- Some experience in all aspects of budget preparation, analysis and management preferable
- 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
- Expertise and experience using accounting systems
- Advanced MS Excel
- High degree of commercial acumen

- Ability to be self-directed and proactive
- Effective interpersonal and communication skills
- Superior organisational and time management skills
- Excellent ability to establish and maintain effective relationships with key internal and external stakeholders
- Solid technical aptitude and outstanding analytical skills
- Other duties as required by the Finance Manager