

# Grants Finance Officer (part-time)

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- Attractive salary and benefits
- Parkville/Heidelberg location
- Flexible hours, 2 to 3 days per week
- Financial reporting focus

One in five Australians is affected by a brain disorder each year. The Florey Institute of Neuroscience and Mental Health employs more than 400 people who are passionately committed to researching the way the brain works. We are internationally renowned for our discoveries and research on the central nervous system and associated brain disorders. Key areas of interest include addiction, Alzheimer's disease, cardiovascular disease, depression, epilepsy, Huntington's disease, motor neuron disease, multiple sclerosis, Parkinson's disease, schizophrenia, stroke and traumatic and spinal cord injury.

An excellent opportunity is available for a highly motivated individual with grant reporting experience to join the Finance team. The role will primarily be responsible for financial reporting to external funding bodies, including financial analysis and document management.

The successful candidate will have had experience in a medical research or university setting and a hands-on working knowledge of funding body reporting requirements. It is expected you will have a high attention to detail, work well as part of a team, an understanding of Greentree financial system, even though not essential it would be an advantage.

A commercially equivalent remuneration package circa \$85K (pro-rata) which includes generous superannuation and salary packaging options. A full position description is available from [www.florey.edu.au/careers](http://www.florey.edu.au/careers). Applicants who meet the criteria should 'apply now' for this position addressing the Selection Criteria in the cover letter by no later than 5pm on Monday, 4 September 2017.

## Human Resources

Florey Institute of Neuroscience and Mental Health

Email: [employment@florey.edu.au](mailto:employment@florey.edu.au)

