



Project Finance Administrator

Nossal Institute for Global Health

Overview

Nossal Institute for Global Health improves the public health and futures of vulnerable communities through global health research, education and inclusive developments. Our multi-disciplinary team support partners to formulate, explore, monitor and evaluate policies, strategies and programs made in different settings for their impact on the health and wellbeing of people.

We are looking for a Project Finance Administrator committed to financial governance and management, to work closely with colleagues in Business Services Unit to ensure seamless support for projects.

Quality financial project and portfolio management contributes to a reputation of sound financial governance to technical staff for the delivery of their contracted projects to bilateral, multi-lateral agencies and donors.

About the Role

An integral part of a small team, you will provide quality financial management across the Institute's portfolio of consultancy projects over full life cycle of project. You will support costing and pricing of proposals, implementation and financial close-out. You will deliver high-quality financial project and portfolio management, support, and daily operations.

This opportunity is suited to someone with tertiary qualification and relevant experience in finance or accounting role or a combination as well as experience in the financial management of projects.

This is a part-time position at 0.8 FTE for a two-year fixed term contract.

About You

You are passionate about assisting stakeholders achieve desired outcomes and supporting applied research and consultancy activities through strong financial management. You thrive in fast-paced high volume and innovative environments. You have a strong customer centric focus that build strong working relationships with internal stakeholders and donor financial contacts.

You will have the ability to

- facilitate the delivery of projects through the project management life cycle
- complete company accounting tasks
- maintain accurate and up-to-date records
- build strong effective relationships with internal and external stakeholders

Benefits

- Base salary range of \$72,621 to \$82,046 + 10% superannuation
- Access to [NFP salary packaging](#)
- Flexible and hybrid working arrangements
- Access to professional development funding
- Suite of practical training tools and materials available to all employees
- Networking opportunities with colleagues in the Melbourne School of Population and Global Health plus across the University of Melbourne

Enquiries

Further details can be obtained from the attached Position Description or by contacting **Alan Whitley, Manger – Finance** (a.whitley@unimelb.edu.au)

Join Us

If you feel this role is right for you, please submit a CV (maximum 4 pages), covering letter, and a **separate statement addressing each selection criteria outlined in the position description** (including the desirable criteria). Applications are to be forwarded to Nossal-HR@unimelb.edu.au with “Application – Project Finance Administrator” included in the subject line.

Applications close – 5:00pm 13 March 2022 and will be assessed as they are received. Virtual Interviews planned week beginning 21 March 2022.

Equity, Diversity & Inclusion

The Nossal Institute values equity, diversity and inclusion in our workplace and work-life balance. We encourage applications from candidates from underrepresented groups, including people with diverse cultural backgrounds, gender identities and people with disability. We aim to remove barriers and apply the principles of reasonable accommodation in recruitment and more broadly in our work.

Only those eligible to work in Australia need apply.

Relevant background checks will be completed prior to the preferred candidate's employment being confirmed.

****Please No Agencies****