



NOSSAL INSTITUTE LIMITED

POSITION DESCRIPTION

POSITION TITLE:	Project Finance Administrator
REPORTING TO:	Manager – Finance
CLASSIFICATION:	Category 4
REMUNERATION PACKAGE:	Base salary \$72,621 to \$82,046 + 10% superannuation
EMPLOYMENT TYPE:	Full-time or 0.8 FTE, Fixed term two-year appointment
NUMBER OF REPORTS:	0

THE ORGANISATION

Nossal Institute Limited, a wholly owned subsidiary company of the University of Melbourne, is the operating arm of the Nossal Institute for Global Health. We are multi-disciplinary team within the [Melbourne School of Population and Global Health](#) at the University of Melbourne.

We work to improve the public health and futures of vulnerable communities through global health research, education and inclusive development. We strengthen the quality, affordability and inclusiveness of health systems in the Asia Pacific region. Visit our website to learn how the Nossal Institute is building a better future for all through stronger health systems: ni.unimelb.edu.au

As part of the Business Services Unit (BSU), the Finance team's key function is to support the Institute's technical units: Health Systems Governance & Financing; Disability Inclusion for Health Development; Maternal, Sexual and Reproductive Health; One Health; and Education & Learning

POSITION SUMMARY

The Project Finance Administrator will work as part of a team to deliver efficient high-quality financial project and portfolio management, support and daily operations. This contributes to a reputation of sound financial governance to technical staff for delivery of their contracted projects to bilateral, multi-lateral agencies and donors.

To be successful in this role, you will be passionate about assisting stakeholders achieve desired outcomes about supporting applied research and consultancy activities through strong financial management, with a proven record of thriving in a fast-paced high-volume environment and innovative environment. Your strong customer centric focus will ensure you build strong working relationships with internal stakeholders and donor financial contacts.

You will work closely with the Manager – Finance, BSU colleagues and technical staff across the organization to undertake core project accounting activities including project lifecycle reporting, budgeting, forecasting, invoicing, time sheet administration and financial governance.

KEY RESPONSIBILITIES

- Provide quality financial management across the Institute's portfolio of consultancy projects over full life cycle of project from costing and pricing of proposals, implementation and financial close-out
- Establish and maintain effective relationships with internal and external stakeholders in a professional manner within a cultural and linguistically diverse environment
- Manage project issues and risks and find solutions in consultation with Manager – Finance and Unit Heads
- Establish and maintain accurate and up to date records to enable trusted reporting and analysis of the Nossal Institute's performance
- Work closely with colleagues in Business Services Unit to ensure seamless BSU support for projects
- Support the Manager - Finance to ensure timely completion of company accounting tasks including salary packing administration, preparation of annual financial statements and completion of instalment activity statements.
- Contribute to continuous improvement of processes to improve financial administration of the Institute's operations

Any other duties as required to fulfil support to the Institute

KEY SELECTION CRITERIA

ESSENTIAL

- A tertiary qualification with relevant experience in a finance or accounting role or a combination of relevant professional experience and education/training
- Experience in financial management of projects; including planning, budgeting, analysis and reporting with high attention to detail and accuracy
- Understanding of compliance with contract, donor and organisational requirements and policies
- Demonstrated proficiency of MS Excel to intermediate-advance level and high computer literacy with other programs
- Ability to work use sound judgement and decision-making skills to work autonomously with a high volume of work with a degree of initiative and self-management and escalate where appropriate
- Strong interpersonal skills and service orientation, with an ability to work effectively in a team environment and across all levels of the business
- Strong written and verbal communication skills, especially in conveying financial information and requirements in simple language to people with a non-finance and accounting background from multi-lingual and culturally diverse environments
- Demonstrated commitment to continuous improvement.

DESIRABLE

- Use of enterprise/donor financial management system such as Oracle Financials (Themis), SharePoint or ability to rapidly acquire and apply to your work
- Experience in financial management of overseas development projects funded by international donors, including understanding of international development principles and donor contractual and reporting requirements. Or equivalent not-for-profit.
- Demonstrated understanding of and commitment to the principles of global health and development or the not-for-profit context

ENVIRONMENT, OCCUPATIONAL HEALTH AND SAFETY

The incumbent will:

- Follow safe work procedures and instructions
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported
- Participate in meetings, training and other health and safety activities
- Use equipment in compliance with relevant guidelines, without wilful interference or misuse
- Take appropriate actions to reduce use of energy, water and supplies that adversely affect the environment (including the Nossal “carbon footprint”)

DIVERSITY AND INCLUSIVITY STATEMENT

Nossal Institute Limited is committed to a diverse and inclusive workforce free from all forms of discrimination. We actively work to remove barriers to ensure all employees enjoy full participation in the workplace and encourage applications from diverse backgrounds.

We adopt our diversity and inclusivity policies from the University of Melbourne, which can be viewed at <https://about.unimelb.edu.au/careers/diversity-and-inclusion>