

POSITION DESCRIPTION

Finance Officer

POSITION NUMBER	1010
RESEARCH UNIT	Finance
CLASSIFICATION	Professional
EMPLOYMENT TYPE	Full time (1.0 FTE)
REPORTS TO	Senior Financial Accountant
BASE SALARY	Professional Level 5 (\$74,717 - \$85,820)
SUPERANNUATION	Employer contribution of 10.5%, increasing to 11% effective 1 July 2022.
OTHER BENEFITS	Salary packaging available (making part of your salary tax-free and increasing take-home pay) For more information visit www.smartsalary.com.au
HOW TO APPLY	Visit www.cera.org.au and apply via our <i>Study and Careers</i> page
CONTACT FOR ENQUIRIES ONLY	CERA Human Resources t: (03) 9929 8201 e: hr@cera.org.au <i>Please DO NOT send your application to this email address</i>

The Centre for Eye Research Australia is an equal opportunity employer and is committed to promoting a diverse and inclusive workforce. We encourage people from diverse backgrounds to apply for positions within our organisation.

For further information about us visit www.cera.org.au

Position Summary

The Finance Officer is responsible for the Accounts Receivable function and providing payroll support for the Centre for Eye Research Australia and CERA Foundation, collectively referred to as CERA.

The incumbent is primarily responsible for processing of accounting transactions related to the Accounts Receivable function for all entities, including issuance of invoices, allocation of payments, accounting support and journal processing, corporate credit card administration, petty cash reconciliations, bank reconciliations, bank administration and liaison with external parties.

The position falls within the CERA Finance team and the incumbent will be required to work both independently and as part of a team. The incumbent is also expected to undertake a broader range of tasks across the team, assisting to backfill other positions when other team members are on leave.

Key Responsibilities

1. Raise customer invoices in CERA's finance system (TechnologyOne), ensuring accurate allocation of income to projects, GL and funds codes. Issuance to customers in a timely manner.
2. Timely collection of payments from customers and accurate allocation against invoices.
3. Processing of donations and bequests received into TechnologyOne. Ensure accurate reconciliation of same to the Philanthropic donation system (Salesforce).
4. Liaise with debtors in relation to outstanding invoices to achieve minimal overdue amounts.
5. Respond efficiently to internal enquiries regarding the status of debtor balances and other related finance queries.
6. Process weekly and end of month bank reconciliations for all accounts.
7. Manage corporate credit cards, arranging new cards for approved cardholders, issuance of monthly statements to cardholders and processing of statements into finance system on a timely basis.
8. Process petty cash reimbursements and ensure accurate reconciliations are provided.
9. Maintaining current bank account signatories listing with NAB
10. Produce monthly Aged Trial Balance reports for outstanding debtors and reconcile to the general ledger.

Selection Criteria

ESSENTIAL

1. Extensive demonstrated experience in accounts receivable and debt collection.
2. Good working knowledge of and experience with banking and bank reconciliations.
3. Very high level of attention to detail, with ability to quality control own work and identify errors to be addressed. Ability to problem solve.
4. Excellent organisation and time management skills, with ability to handle competing deadlines and delivery quality outcomes on time.
5. Client service focus, with exceptional communication and interpersonal skills (verbal, written and listening).
6. Commitment to working collaboratively in a team towards shared goals. Strive to streamline and simplify routine processes and increase efficiency. Contribute ideas for a culture of continuous improvement.
7. High degree of professionalism and discretion due to the confidential nature of the position.
8. Good working knowledge of GST fundamentals.

DESIRABLE

1. Business/Accounting tertiary qualification
2. TechnologyOne software experience and knowledge, or similar ERP systems.
3. Working knowledge of payroll processing and external payroll systems (eg Aurion)

Job complexity, skills and knowledge

Level of supervision/independence

The position reports to the Senior Financial Accountant and works under their general direction and routine supervision. The incumbent must have the ability to self-manage, prioritise workload and achieve tasks within tight deadlines. The position involves interaction with all CERA staff, CERA Finance and Human Resources departments, University of Melbourne, Royal Victorian Eye and Ear Hospital and other external parties including NAB, customers and donors.

Problem solving and judgement

The incumbent is expected to recognise and solve problems independently; however they are also expected to refer to the Senior Financial Accountant where they are unable to resolve an issue. The incumbent is expected to use a high level of discretion and initiative in carrying out the responsibilities and tasks of the position.

Professional and organisational knowledge

The incumbent is expected to develop and utilise:

- Current professional knowledge of accounts receivable and payroll and related accounting concepts and the skills to proactively apply them within the CERA context.
- A thorough understanding of the CERA annual work cycle, finance processes and timelines, and key events for CERA; and
- A sound understanding of the organisational and administrative structures of CERA and the University of Melbourne Department of Ophthalmology, as appropriate to this position.

This position provides a mission critical service in financial operations for the efficient running of the organisation.

Special requirements and other information

1. CERA is committed to providing a workplace that is healthy and safe for staff, students, patients, visitors, contractors and the community. You are required to be fully vaccinated against COVID-19 (SARS-CoV-2), including with a booster dose, unless CERA grants you an exemption.
2. To be eligible for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.
3. You will be required to consent to a police check. Please note that people with criminal records are not automatically prevented from applying for the position and each application will be considered on its merits.
4. You may be required to independently travel to various office locations or other external locations to fulfill requirements of the position (all Melbourne based).
5. This position will have no direct reports.

About us

The Centre for Eye Research Australia (CERA) is an international leader among ophthalmology research institutes. We conduct research with real-life impact looking at the causes of eye disease, preventing blindness through earlier diagnosis and better treatments, and restoring sight.

CERA has multidisciplinary research programs that cover the full spectrum from laboratory-based basic science and stem cell research through to genetics, translational and clinical research, as well as health and population-based research.

We are an independent medical research institute closely affiliated with the University of Melbourne and co-located at the Royal Victorian Eye and Ear Hospital. The strength of this three-way relationship is key to the successful translation of research from the bench to the bedside.

CERA has two main locations in Melbourne, one at the Royal Victorian Eye and Ear Hospital and the other at St Vincent's Hospital Clinical Sciences Building and Daly Wing. We also have clinical research facilities at the Eye and Ear on the Park hospital in East Melbourne. We have around 130 staff and students working across our three sites.

Our vision and values

We strive to remain a world-leading eye research institute, renowned for the discovery of the causes of eye diseases and our work in improving diagnosis, prevention, treatment and rehabilitation of eye diseases, vision loss and blindness through our research, clinical work and teaching.

This vision is supported by our values of:

- **Integrity** – We are accountable and honest in the work we do. Credible, ethical and responsible research is our priority.
- **Unity** – We support and respect each other, celebrate our diversity and we pitch in when it is needed. In our work, keeping each other safe is always top of mind.
- **Agility** – We research with ambition, tenacity, innovation and creativity. We are nimble and responsive in our pursuit of excellence.
- **Making a difference** – We value collaborating and sharing our knowledge with each other and our community to make a real difference in the world. We never waiver from our goal of saving sight and changing people's lives for the better.

Occupational Health and Safety (OHS) and Environmental Health and Safety (EHS) responsibilities

CERA is committed to providing a workplace that is healthy and safe for staff, students, patients, visitors, contractors and the community. We aim to develop and maintain a culture that encourages all staff to actively manage health and safety risks and to consider the environment.

Our staff have a duty to take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.