



POSITION DESCRIPTION

POSITION TITLE	Manager – Finance
REPORTING TO	Chief Operating Officer
CLASSIFICATION	Category 3
SALARY	\$107,171 - \$116,845 + 10.5% superannuation
EMPLOYMENT TYPE	Part-time at 0.8 FTE or Full time, fixed term
NUMBER OF REPORTS	1

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 health and futures of communities worldwide 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 Programs 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; Education & Learning, and Emerging Programs in Global Health.

POSITION SUMMARY

The Manager – Finance has oversight for all financial and accounting operations for the Nossal Institute Limited (NIL). NIL utilises the University finance systems for most of its financial operations, such as BAS lodgement and Payroll processing but is not required to operate fully within these systems.

The Manager – Finance reports to and works closely with the Chief Operating Officer to ensure the efficient implementation and management of the financial and accounting activities, of NIL and more broadly the Nossal Institute for Global Health. This role has one direct report who supports the Finance function and coordinates closely with the Programs team. This role also works closely with senior management staff including Heads of technical Units, Human Resources, Programs and staff from the Melbourne School of Population and Global Health.

KEY RESPONSIBILITIES

1. Financial Operations, Resource Management:

- Lead the preparation of the company's annual budgets (including regular updates and forecast)

- Support the preparation of financial operational plans with Unit Heads and senior management
- Prepare Annual statutory financial statements and submission to ACNC
- Prepare Quarterly Instalment Activity Statements and submission via ATO portal
- Prepare Quarterly Board reports including quarterly financial reports and Board finance paper
- Prepare Monthly management reports to leadership team and Unit Heads
- Track and report expenditure against budget for all company activities to ensure the organisation's operations are managed within the approved budget
- Oversee all financial transactions of the company (Accounts Payable, Accounts Receivable, Cash Receipting, Overseas Payments, etc.) and reconcile monthly
- Lead procurement of goods for the company, manage the asset and IT equipment to ensure resources are allocated timely and appropriately to staff
- Lead all communication to the company's salary packaging provider; and advise staff on matters relating to salary packaging
- Ensure all new staff are inducted into the company's financial processes and procedures
- Review Higher Education Research Data Collection (HERDC)
- Manage external audits of company finances, processes and systems
- Provide ad-hoc advice to senior management on accounting and finance matters
- Liaise with respective finance teams Melbourne School of Population and Global Health, Faculty and University central

2. Project Management:

- Lead the development of the Institute's financial literacy, including the translation of complex financial issues into easy-to-understand language
- Support the preparation of financial acquittals of major projects and management of project audits
- Collaborate with internal and external stakeholders to support the financial management of major projects
- Support Programs Team in costing, development and review of:
 - financial proposals;
 - annual work plans and budgets;
 - contract compliance matters; and
 - sub-contracts with other parties or individuals

3. Staff Management:

- Supervise direct reports, to ensure guidance, mentoring, training and support is provided
- Compliance with University OHSE and HR policies and procedures, such as ensuring that all leave liabilities are monitored and reduced and that all staff appraisal processes are conducted annually
- Coordinate recruitment of staff when required

4. Compliance:

- Ensure compliance with applicable PAYG, GST and FBT requirements and accounting standards for all financial transactions
- Ensure best practice accounting standards and implementing procedures are implemented at all times
- Coordinate the annual audit, developing and implementing additional policies and procedures as required

- Monitor policies of the University of Melbourne for their relevance to NIL operations and adjust company procedures and policies as required
- Collaborate with the Research, Innovation & Commercialisation (RIC) team to ensure all external funding agreements comply with the University's THEMIS system
- Any other duties as required
- Responsibility and compliance
 - Maintain a sound knowledge of Nossal Institute's Policy and Procedures, and reliably follow these or provide compliant advice to others
 - Ensure a thorough understanding of all contractual commitments and deliverables and the legal and regulatory frameworks referenced
 - Reliably follow communications protocols and/or policies as appropriate
 - Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined below
 - Behavioural Expectations - All staff are expected to maintain the following behaviours:
 - Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
 - Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration

KEY SELECTION CRITERIA

A. ESSENTIAL

- Management experience in a finance or accounting role
- Demonstrated experience in managing personnel and working collaboratively across organisations
- Relevant degree or qualification in finance or accounting
- Demonstrated sound working knowledge of Project Management accounting practices, business and taxation requirements
- Demonstrated experience with the preparation of financial reports for company Boards
- Strong analytical and financial reporting skills
- Ability to work independently and to respond to both set tasks and ad hoc requests quickly, logically and with a clear sense of priority
- Strong interpersonal skills, 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
- High level of computer literacy and competence (Accounting packages, MSWord, Excel)

B. DESIRABLE

- Experience in managing small teams

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>