

# Accounts Assistant

**Work type:** Part-time, continuing appointment

**Location:** Carlton

**Salary:** AUD\$50,319-\$54,825 range p.a. (pro-rata) plus 10.5% superannuation

## The Organisation

### About Melbourne Teaching Health Clinics

Melbourne Teaching Health Clinics (MTHC) is a wholly owned subsidiary of the University of Melbourne and provides world class clinical training opportunities for the Faculty of Medicine, Dentistry and Health Sciences students. It also provides patient access to high quality health care for members of the Victorian community, within a private practice setting. There are six clinical areas that are central to this service, and they include general practice, dentistry, eye care, hearing, speech and psychology.

Because there is a teaching and learning component to our service, the MTHC clinics are generally very affordable while at the same time contributing to the strong future of our health and medical system in developing the next generation of our doctors, dentists, optometrists, audiologists, speech pathologists and psychologists.

MTHC places a high level of importance on providing an environment to our staff, patients and students that reflect the values of our organisation. These values have been verified by all our staff as being fundamental to the way we operate with each other, our people and our patients. To be ethical, accountable, collaborative and compassionate are values we aspire to live and deliver at all levels of our interactions in our workplace.

As part of the way we see our organisation now and into the future we have a mission statement that contemplates MTHC providing sustainable, high quality, comprehensive clinical training and patient care for the University of Melbourne and the wider community. And our vision is to be recognised as an innovative, international leader in the provision of Teaching Health Clinics.

## About the Role

Working within the MTHC finance team, this role will provide support to the MTHC's financial and business practices.

The role will assist in completing finance tasks including but not limited to, preparation and processing of Accounts Receivable and Payable, preparation of daily banking, cash management and receipting, management of suppliers, and supporting the effectiveness of overall MTHC finance functions.

# About you

## Essential Selection Criteria

- Relevant qualifications preferably in Finance/Accounting or equivalent combination of relevant experience and education
- Well-developed organisational skills and strong attention to detail
- Ability to demonstrate initiative in following through on a range of competing tasks
- Strong interpersonal and communication skills, with the ability to represent the Melbourne Teaching Health Clinic to external stakeholders
- Demonstrated ability to build and maintain effective and productive working relationships with a wide range of internal and external stakeholders
- Sound computer skills including all MS Office products
- Demonstrated ability to work effectively as a member of a team and deliver high quality customer service

## Benefits of joining the organisation

- Flexible working arrangement (working from home option, and able to accommodate around school hours)
- Supportive and experienced team
- Career growth potential and continuous professional development support
- CBD fringe – close to public transport

## To Apply

As part of your application, please submit your CV and Cover Letter with reference to the Key Selection Criteria listed in this advertisement.

Please submit your application through the APPLY FOR THIS JOB button next to the advertisement on the [SEEK](#) website.

At MTHC, we value the unique backgrounds, experiences and contributions that each person brings to our community, and we encourage and celebrate diversity. Indigenous Australians, those identifying as LGBTQIA+, females, people of all ages, with disabilities or culturally diverse backgrounds are encouraged to apply for our roles. Our aim is to create a workforce that reflects the community in which we live.

For inquiries please contact Joanne Fang via [joanne.fang@unimelb.edu.au](mailto:joanne.fang@unimelb.edu.au) (please do not send applications to this email)

**Applications close:** Wednesday 14<sup>th</sup> September 2022