

Accounts Assistant

Work type: Part-time, continuing appointment

Location: Carlton

Melbourne Teaching Health Clinics

Salary: AUD\$50,319-\$54,826 range p.a. (pro-rata) plus 9.5% superannuation

About Melbourne Teaching Health Clinics

Melbourne Teaching Health Clinics' (MTHC) vision is: *"To be recognised as an innovative, international leader in the provision of Teaching Health Clinics."* Our ambition is that Melbourne Teaching Health Clinics will be the pre-eminent provider of student clinical placements; these placements being in general (regional) medical practice, dentistry, audiology, speech pathology, optometry and psychology and through the provision of professionally supported clinical sessions in private practice settings.

Melbourne Teaching Health Clinics was established by the University of Melbourne to operate and manage teaching health clinics that provide students at the University with world class clinical training as a core component of their studies. The organisation also provides continuing professional development training to persons working in the area of health care provision, facilitates research into health outcomes and provides patients with quality health services.

Shepparton Medical Centre (SMC), Melbourne Dental Clinic (MDC) and Melbourne Audiology and Speech Pathology Clinic (ASPC) are the teaching health clinics currently operating under the Melbourne Teaching Health Clinics umbrella.

Melbourne Teaching Health Clinics is an organisation of accomplished and committed people striving to achieve its Mission: *"To provide sustainable, high quality, comprehensive clinical training and patient care for the University of Melbourne and the wider community."*

About the Roles

An exciting opportunity exists for a part-time Accounts Assistant to join our Finance team at the Melbourne Teaching Health Clinics. This is a newly created role to support our growing organisation. Working directly with the Finance Officer, Business Analyst, Business Manager and staff across Melbourne Teaching Health Clinics, this role will provide support to the Melbourne Teaching Health Clinic's financial and business practices. The role will assist in completing finance tasks including but not limited to, preparation and processing periodical Accounts Payable (AP) and Accounts Receivable (AR), conduct stock count on clinical stocks, assist in cash management and receipting, payroll processing, fixed asset management, management of supplier payments and supporting the effectiveness of finance, payroll and procurement functions.

About you

Essential Selection Criteria

- Relevant experience and/or education and training (a relevant qualification preferably in Finance/Accounting or equivalent will be highly regarded)
- 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 relationships with a wide range of internal and external stakeholders
- Sound computer skills including all MS Office products
- Demonstrated ability to establish and build effective working relationships.
- Demonstrated ability to work effectively as a member of a team and display a commitment to providing outstanding quality service

Benefits of joining our organisation

- Flexible work opportunities (able to accommodate around school hours)
- Supportive team and manager
- On the job training provided

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.

For inquiries please contact Ms Joanne Fang at joanne.fang@unimelb.edu.au (please do not send applications to this email)

Applications close: Friday, 12 March 2021