

## POSITION DESCRIPTION:

### SECTION A: Position Context

Position Title	Senior Accountant
Position Number	
Classification	Professional Level 9 (\$107,505 - \$111,850)
Location	85 Commercial Road, Melbourne
Effective Date	July 2018

### Purpose:

The Senior Accountant is responsible for the preparation of the Group's financial accounts to Australian Accounting Standards, ANCP Regulations and ACFID Code of Conduct. This role will support the CFO in the day to day financial, risk management and governance functions.

### Supervision Reporting Relationships:

<u>This</u> positions' supervisor/manager	Chief Financial Officer (CFO)
Other positions reporting to <u>this</u> position	None

### SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas	
1.	<p><b>Financial Reporting</b></p> <p>Prepare monthly and annual accounts in accordance with Australian Accounting Standards, ANCP Regulations and ACFID Code of Conduct</p> <p>Monitor program performance against budget, and liaise with program managers on a monthly basis</p> <p>Maintain and reconcile the employee entitlements schedules</p> <p>Maintain the Fixed Asset Register</p>
2.	<p><b>Budgeting</b></p> <p>Assist the CFO in the preparation of the annual corporate budget</p>
3.	<p><b>Subsidiary Companies</b></p> <p>Consolidation of subsidiary company accounts including communication with the legal, tax and accounting consultants in respect of external reporting obligations</p>
4.	<p><b>Audit, Compliance &amp; Risk</b></p> <p>Lead the year-end audit function in consultation with the appointed auditors</p> <p>Preparation and submission of grant acquittals, statistical returns and various financial compliance obligations to stakeholders and external parties</p> <p>Audit and oversight of payroll preparation process, including checking of monthly payroll</p> <p>Administer all insurance related matters</p> <p>Assist the CFO in the management of the Organisational Risk Framework</p>
5.	<p><b>Investments</b></p> <p>Management of the investment fund and transactional banking functions</p>
6.	<p><b>Occupational Health &amp; Safety</b></p> <p>Refer to the "Burnet OHS responsibilities and roles" document for full details on</p>

Key Responsibility Areas		
		specific OHS obligations and responsibilities of Employees.
7.	Training	Responsible for completing all required training in line with the position / role.

## Occupational Health and Safety

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

## SECTION C: Key Selection Criteria

Qualifications		Essential/ Preferable
	CA or CPA qualified	Essential

Experience / Knowledge / Attributes		
1.	Previous experience in a similar role	Essential
2.	Well developed, high level communication and negotiation skills	Essential
3.	Experience providing high quality customer/client focused service	Essential
4.	Proven ability to work independently and without supervision	Essential
5.	Strong time management and organisation skills	Essential
6.	Experience in financial modelling and internal audit	Preferable
7.	Hands on experience working with different financial systems	Preferable

## Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

## SECTION D: Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet's culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Behaviours and Health Risk, and Maternal and Child Health, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the disciplines of Life Sciences, Public Health and International Development.

### Further Information:

For further information, please contact Peter Spiller.