

POSITION DESCRIPTION

POSITION TITLE	Finance Officer
CLASSIFICATION	PG 4.1 to PG 4.4 (\$71,582 - \$ 75,968 full time equivalent base annual salary) depending on skills and experience
ROLE	Part time - 29 hours per week (0.8 FTE)
LOCATION	St Vincent's Hospital campus, Fitzroy with flexibility to work from home accordance with company guidelines

ABOUT THE ROLE

Reporting to the Head of Finance and working within a small team of 5, the Finance Officer is primarily responsible for the day-to-day activities for Accounts Payable, processing and reconciling Petty Cash and Credit Card transactions, Accounts Receivable, and maintaining the Fixed Assets Register for the Bionics Institute. In addition, the role will support the Accountant with Accounts Payable, Accounts Receivable and Fixed Assets Register for associated 'spin off' companies.

Key responsibilities

Unless otherwise stated, responsibility cover both Bionics Institute and associated companies:

- Manage the end-to-end Accounts Payable function, including processing requisitions, supplier invoices, payment runs, and responding to internal and external enquiries in a timely manner.
- Process and maintain Accounts Receivable for the organisation, ensuring invoices are issued accurately and promptly, and actively follow up on outstanding balances.
- Process and reconcile corporate credit cards, ensuring compliance with company policies and providing support to staff with credit card queries.
- Reconcile petty cash, including monitoring balances and arranging timely replenishment.
- Maintain the Fixed Asset Register, including recording acquisitions and disposals, calculating monthly depreciation, and assisting with periodic physical asset verification.
- Assist with month-end financial processes and balance sheet reconciliations as directed by the Head of Finance.
- Assist with preparation of quarterly BAS, supporting the Accountant, with required documentation and reconciliations.
- Maintain accurate financial records, including regular archiving and organisation of finance documentation in accordance with company policies.
- Assist with audit preparation and respond to auditor requests
- Contribute to the continuous improvement of finance processes to enhance efficiency and internal service delivery
- Other related duties as directed

Core Competencies for the Role

Task complexity - Some complexity / Routine

Work is generally repetitive following a standard method or format; however, some tasks involve a number of variables which complicate the work tasks, but the position holder can overcome problems by applying own knowledge and experience within the field or position.

Knowledge required – Routine

Knowledge of materials, equipment, processes and procedures applicable to the work area. Some awareness of theoretical or policy context. Sound knowledge of work area processes and understanding of how these interact with other workgroups or areas within the institute.

Judgement and problem solving – Derivative

Solves relatively simple problems with reference to established techniques and practices. Performs routine tasks where there is some ability to make judgements on work sequences and priorities. Uses own judgement to solve problems in own work area. Can refer more complex problems to a higher level for decision.

Level of supervision and independence – Routine

Position holder is told broadly what tasks to do, generally how to do them and when to have them completed. The position holder can determine the steps or priorities to ensure tasks are completed on time, there is some scope to rearrange work routines as long as work is performed using established procedures. Supervision is typically every few days, and quantity / quality of work output is routinely monitored.

Organisational relationships and impact - Strong

Position holder is able to apply their knowledge of their work area and understand the impact of their actions on other work areas and employees. Can provide advice or assistance to others based on in-depth knowledge within field of expertise. Has started to develop ability to recommend changes to processes and procedures to improve operations.

ABOUT YOU

You bring proven experience across Accounts Payable and Accounts Receivable, with working knowledge of financial systems such as Dynamics Great Plains, Dynamics 365 Business Central, or similar. You have experience in Fixed Assets management and depreciation, or a willingness to develop capability in this area.

You are highly organised, detail-oriented, and take a methodical approach to your work, ensuring tasks are completed accurately and on time. A collaborative and dependable team player, you are equally as comfortable working independently as contributing positively within a team environment.

You communicate clearly and professionally, building effective relationships with internal stakeholders while maintaining a high level of confidentiality in handling financial information.

Your proactive, flexible mindset and a willingness to support where needed, will make you a valued team member who contributes to a positive team culture and the ongoing success of the Finance team.

SELECTION CRITERIA

Essential

- Minimum three (3) years' relevant work experience in Accounts Payables and Accounts Receivables.
- Certificate IV or Diploma in Accounting, Finance, or a related field, or equivalent work experience.
- Proven experience using accounting software or ERP systems.
- Intermediate skills in Microsoft Excel and general proficiency with Microsoft Office applications.

Desired

- Previous experience in the not-for-profit, and/or medical research sector.
- Experience working in a multi-company environment.
- Experience with Microsoft Dynamics Great Plains, Dynamics 365 Business Central or similar systems, with the proven ability to learn new systems quickly.
- Experience with BOARD software or similar Enterprise Planning software.

Additional Requirements

Prior to any offer being made, and at any point during employment, any of the following may be required to be provided:

- A national police check via Fit2Work.
- Evidence of holding the legal right to work in Australia with no restrictions.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

As our research transforms the lives of people across all walks of life, we recognise that a diverse, engaged, and united team makes us stronger, and we hire qualified people from all different backgrounds and experience levels.

We encourage employees to speak with your manager or a member of our HR team about the type of working arrangements that would help you thrive in your role at the Bionics Institute.

BENEFITS OF WORKING WITH US

- Competitive remuneration and Salary packaging.
- Flexible working arrangements.
- Discretionary Staff Incentive Scheme of up to 10% of salary as an annual bonus.
- Professional development opportunities and mentorship to ensure career progression.

JOIN US!

If you believe you have the attributes to be an integral part of the team, please submit your application by clicking 'Quick Apply' link on SEEK that takes you to a login page and include a CV and a brief cover letter (max 2 pages) that addresses the selection criteria