

JOB DESCRIPTION	
JOB TITLE	Accountant
CAREER STEP	Step 3 – Proficient
REPORTING RELATIONSHIP	Senior Financial Accountant/Treasury
DIVISION	Finance Division
EMPLOYMENT DURATION	2 year, fixed term contract (possibility for extension)
TYPE OF EMPLOYMENT	Full time – 1.0 FTE
DATE	September 2020

The George Institute for Global Health

'The George' is 700+ people focused on improving the health of millions of people worldwide. A medical research institute affiliated with leading universities and with projects in approximately 50 countries, we are challenging the status quo in healthcare to find the best ways to prevent and treat chronic disease and injury, and to influence policy and practice worldwide. Our innovative commercial enterprises help maximise our impact.

Just a sample of the things we're doing to have the greatest impact on global health:

- We are identifying better and safer treatments for our biggest killers like stroke, heart disease and high blood pressure
- In many countries, our award winning FoodSwitch smartphone app is helping people make healthy food choices when shopping
- We've shown that simple text messaging can help prevent heart attack and stroke. Now, we're working with Google to roll this out globally to prevent chronic diseases affecting millions of people
- In China, we ran a successful education and awareness program to reduce the amount of salt eaten by people by 25% each day
- In rural India, we've shown that mobile technology can help diagnose mental health, as well as help treat cardiovascular disease, and we're looking at similar approaches to treating chronic diseases in Indonesia and China.
- Together with Aboriginal communities in NSW, Australia, we've developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations
- We're developing an affordable dialysis machine, with potential to save millions of lives each year and transform the way kidney disease is treated globally
- And much more...

Context

The Finance Division is responsible for the financial systems of the Institute. This includes management of treasury, budgets, contracts, assets, financial and management accounting, investment and risk management, and financial systems development.

The Division's objective is to support the Institute's future development through the provision of timely and accurate information and by ensuring the financial strategy will continue to sustain its academic development.

The Role

The Accountant is a broad role and will provide support to the team in several important areas. These include, but are not limited to, banking, foreign exchange management, accounts receivable,



assistance with accounts payable, journal processing, month end reconciliations, and other general finance record keeping. The Accountant works closely with all Divisional team members to provide high level financial and accounting services to the Institute.

This position is focused on the timely and accurate entry of all financial transactions for the group of companies, with the goal of providing clean and relevant financial reports to be used in management decision making.

Reporting Relationships

The Accountant reports directly to the Group Financial Controller and has no direct reports.

Duties and Key Responsibilities

- Ensuring accuracy of the funding database and overseeing the receivables function
- Maintaining a good working relationship with our funders and other stakeholders
- Managing all payroll related transactions and queries
- Monthly, quarterly & yearly reviewing BAS lodgments and reconciliation for all entities in the group and BAS to revenue reconciliation for auditors
- Submitting quarterly ABS surveys
- Completing workers comp returns and annual true up journal
- Management of corporate credit cards
- Contributing to budgeting process with respect to funding inputs
- Providing and reconciling data for intercompany invoicing each month-end
- Creating and maintaining spreadsheets for various on-going and ad-hoc requirements for the Institute and GHE (e.g. RBG calculations, Payroll, Acquittal templates etc)
- Managing the general ledger, including the monthly balance sheet and intercompany reconciliations
- Supporting the preparation of year-end statutory accounts
- Contributing to process improvement and system enhancement initiatives
- Reporting and analysing financial data

As a Team Member:

- Participate in special projects to improve processes, tools, systems and organisation
- Take responsibility for personal learning and development and for setting achievable and meaningful work objectives and managing personal targets, meeting obligations of The Institute's Performance Management and Development Policy
- Demonstrate commitment to The Institute's organisational values, including performing to an exceptionally high ethical standard and focus on integrity, collaboration and teamwork in all efforts

Work, Health and Safety

- Comply with Work Health and Safety legislation and operate in accordance with established Occupational Health and Safety practice and procedures at the Institute
- Promote and contribute to a safe, secure environment for staff and visitors

Skills, Knowledge and Experience

- Qualified (CA, CPA, ACCA, or CIMA) with 1-2 years post qualified experience
- Solid understanding of accounting principles, reconciliation and journal requirements



- Demonstrated experience in working in an environment that requires confidentiality
- High level of proficiency in Microsoft Excel
- Computer literate with a demonstrated ability to learn new software applications quickly
- Excellent attention to detail and strong focus on quality of work
- Excellent written and interpersonal skills
- The ability to work both autonomously, in small teams and with a wide range of varying stakeholders
- Excellent reporting skills
- Excellent co-ordination and time management skills, with the ability to meet multiple and conflicting deadlines
- Ability to be flexible and adaptable in the face of changing organisational priorities and ambiguous environments
- Strong problem solving and analytical skills