

Position Description

Position Title:	Accounts Assistant
Salary Range:	MCRI Professional and Administrative Salaries - Level 4.1
Reporting Manager:	Finance Business Partner
Direct Reports:	None
Home Group:	Finance

Children are at the heart of everything we do.

The Murdoch Children's Research Institute (MCRI) is home to significant scientific discoveries. We believe there is an answer, a cure, or a better treatment for every childhood condition – and we are determined to find it.

We are a diverse team of world-leading researchers, doctors, engineers, and hardworking professionals in corporate and scientific services from all corners of the world with one shared goal – to transform child health worldwide.

Our strength lies in our partnership and co-location with The Royal Children's Hospital and the University of Melbourne – the Melbourne Children's Campus. This rare model amplifies opportunities to quickly translate research into clinical care.

At MCRI, you will also find our subsidiary organisation, the Victorian Clinical Genetics Services (VCGS), a specialist childhood, prenatal and adult genetics service. VCGS provides an integrated genetic consultation, counselling, testing and diagnostic support service to children, adults, families, and prospective parents.

Together, we share a powerful vision: re-imagine the future of child health.

What is it like to work for us?

We are committed to ensuring a positive working environment that values all backgrounds and experiences. We cultivate an inclusive culture that is underpinned by equal opportunity for all and a culture based on respect, consideration, and dignity. We are also committed to developing our People

About Research Support and Operations Team (RSO)

Our mission is to improve the efficiency and effectiveness of our researchers by focusing our efforts in three important areas: providing more time for research; improving research resources and services; and delivering an excellent research environment. More research time and better resources allows our researchers to be best placed to continue to make discoveries to improve the health and wellbeing of children.

Position Overview

The Accounts Assistant is a key supporting role and will have day to day responsibility and accountability for assisting and completing all aspects of Accounts Receivable (predominantly MCRI) in accordance with established performance

benchmarks and timelines.

Key Accountabilities

- Management of the end-to-end invoicing cycle
- Generating invoices and sending to customers/ grantors
- Generating reminders where relevant and sending to customers/ grantors
- Generating customer statements and sending to customers/ grantors
- Generating and sending all payment receipts
- Tracking and preparing invoicing schedules per documentation (e.g. grant agreement)
- Active debt management (review and follow up)
- Addressing queries as an answer point for inbound calls
- Receipting incoming payments of invoices via EFT into Accounting Software (SAP)
- Active debt management (review and follow up)
- Submission of medicare claims, including review and re-submission of rejected medicare claims
- Other tasks may include:
 - Responding to customer (internal and external) queries
 - Processing donation receipts from customers
 - Processing refunds
 - Processing payments received via post or phone
 - Contact customers to confirm remittance details where required
 - Other tasks as directed

In addition to Accounts Receivable, the Accounts Assistant may be responsible for completing broader tasks across the finance function as reasonably identified and suitable to a person of similar qualifications and/ or experience.

While maintaining base performance levels, the Accounts Assistant is also expected to critically assess the processes and systems used. The assessment is to identify if, and where, changes could facilitate improved efficiencies, greater synergies, lower operating costs and / or higher realised revenues. While changes may be facilitated directly in some instances, the Accounts Assistant may need to escalate to the Finance Business Partner for support from a technical skill set, authorisation or financial perspective.

As a member of the broader finance team with varied responsibilities, the Accounts Assistant will have working relationships with several colleagues and is required to have a personable character to facilitate constructive working relationships.

The Accounts Assistant may have engagement with customers, as well as our 3rd party collection agent. These interactions will require the Accounts Assistant to be mindful of the company's brand and reputation, yet conscious that we want to maximise collections for all completed tests.

Selection Criteria

- Excellent Excel skills
- Knowledge of SAP payroll and SAP B1 in a similar / related field will be an advantage
- Excellent people skills
- Adaptability
- High attention to detail
- Good problem-solving skills
- Excellent work ethic
- Tertiary qualification in business or equivalent preferred (not essential)

Conditions of Employment

- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Governments Child Safety Standards
- The right to reside and work in Australia and you meeting any applicable visa conditions

Health, Safety & Wellbeing

- We are committed to providing and maintaining a working environment which protects the health, safety and wellbeing of our people, partners and the community
 - Employees conducting duties on behalf of MCRI are expected to meet the environment, health and wellbeing requirements and responsibilities specifically required for the role
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- We are committed to supporting children in their right to be safe and adhere to the responsibilities we have to ensure their protection and safety as per the Child Safety Standards Policy
 - Specified positions may be subject to medical review to ensure that the inherent requirements of the role can be undertaken safely
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As MCRI evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its employees. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. This position description is intended to provide an overall view of the incumbent's role as at the date of this statement.