

A photograph of a man wearing a green cap and a black jacket, smiling warmly at a baby. The baby is looking back at the man. The background is a soft, out-of-focus grey.

creating
possible

Position Description

Position Title:	Financial Accountant
Salary Range:	MCRI Professional & Administrative Salaries - Level 6
Reporting Manager:	Executive General Manager Finance (VCGS) / Head of Financial Accounting (MCRI)
Direct Reports:	0
Home Group:	Finance

Who are we?

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're determined to find it.

We are a diverse team of world-leading researchers, doctors, engineers, and hardworking professionals in operational 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 partnership model amplifies opportunities to quickly translate research into clinical care.

MCRI includes a wholly owned subsidiary, the Victorian Clinical Genetics Services (VCGS), a private not-for profit organisation. VCGS is 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:

Our purpose:

We want all children to have the opportunity to live a healthy and fulfilled life.

Our 2025-2030 Strategy:

Towards Precision Child Health

We exist for a **purpose**, to give all children an opportunity to live a healthy and fulfilled life.

We **value** individuals with the determination to solve complex problems, who thrive on collaboration, and who embody honesty, respect, and accountability.

Our **goals** centre around an inclusive environment in which our people can undertake bold research that can be scaled for impact through strategic partnerships.

We **operate** in a collaborative environment, tackling problems in teams, across disciplines and across boundaries.

Our research generates evidence underpinning changes that **impact** the lives of children in our hospitals, in our communities, and across the globe.

What is it like to work for us?

We are dedicated 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 invest in developing our People and fostering an environment where learning and development is central to our staff reaching their full potential.

The Institute is also committed to the safety of children and young people and takes a zero-tolerance approach to all forms of child abuse, exploitation, and harm. The Institute prioritises child safety in our decision-making at all levels of the Institute and supports our employees to understand and enact their safeguarding responsibilities.

Position Overview

The Financial Accountant supports the delivery of accurate financial reporting, compliance and analysis across MCRI and VCGS. Working closely with stakeholders across the organisation, the role provides financial insights, maintains robust financial controls and contributes to continuous improvement initiatives that support informed decision-making and organisational performance.

Key Accountabilities

Financial Accounting and Reporting

- Ensure all transactions related to the reporting month are accurately captured in the finance system (SAP), including but not limited to:
 - Raising journals and allocating funding tied to grants received
 - Revenue recognition spanning research grants, testing services, government contracts and third-party collaboration arrangements
 - Processing fixed asset transactions, including depreciation
 - Investment portfolio monthly journals using NetWealth extracts
 - Other financial accounting tasks supporting routine journals
- Prepare balance sheet reconciliations
- Review balance sheet reconciliations completed by more junior members of the Finance team, where applicable
- Prepare financial statements, including rolling forward skeleton documentation
- Prepare financial reports and analysis for MCRI and VCGS leaders
- Assist with Board and sub-committee reporting as required
- Analyse key variances between budget and actual results, including commentary on forecast impacts.
- Undertake ad hoc reporting as required, including:
 - Profitability analysis
 - Key driver analysis
 - Price/Volume analysis
 - Other financial analyses
- Assist with grant preparations and acquittals.
- Input into expenditure projections, including cashflow forecasting

Treasury and Cash Management

- Undertake liquidity and cash management activities, including daily cash positioning across accounts and management of working capital
- Monitor maturity profiles and support capital structure decisions
- Execute hedging strategies in accordance with policy and monitor hedge effectiveness
- Report quarterly on Fixed Income (Cash and Term Deposit) investment performance
- Act as the central point of contact for financial institutions and maintain effective relationships with key counterparts

Business Partnering and Analysis

- Provide timely support and analysis, acting as a trusted adviser to support informed decision-making
- Assist with services and management budgets for allocated cost centres
- Assist with services' cost of sale reviews and the costing of new services for allocated cost centres
- Develop a clear understanding of Medicare rules and regulations relating to allocated cost centres
- Perform "what if" analyses for proposed changes to existing services or service mix
- Support allocated cost centre leaders through financial education and training

Compliance and Audit

- Coordinate Annual WorkCover requirements
- Manage GST compliance, including BAS lodgements
- Manage FBT compliance, including lodgement of returns
- Act as the liaison point with the external audit teams for MCRI and VCGS
- Assist with remediation of external audit findings
- Assist with DHHS contract obligations and other compliance requirements, including budget submissions
- Assist with internal audits relating to financial accounting and the remediation of relevant findings

Continuous Improvement and Team Contribution

- Contribute to a culture of collaboration, innovation and continuous improvement within the Finance department
- Support campus efforts relating to gender equity, diversity, inclusion and wellbeing through participation, active learning and role modelling organisational values

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- Assist with any other duties as delegated by the Senior Finance Leadership team and People Leader
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Key Relationships

- Internal:
 - Executive General Manager Finance (VCGS) / Head of Financial Accounting (MCRI)
 - MCRI and VCGS Finance teams
 - Leaders and managers across MCRI and VCGS, including Cost Centre Managers
 - Senior stakeholders involved in financial planning, reporting and decision-making
 - External:
 - Regulatory bodies and government agencies (e.g. ATO, ASIC and ACNC)
 - External and internal auditors
 - Financial institutions, service providers and consultants
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Selection Criteria

Essential

- Tertiary qualification in Accounting, Finance, Commerce or a related discipline
- CA, CPA or equivalent professional qualification
- Strong understanding of financial accounting operations
- Demonstrated ability to work effectively in a complex and changing environment
- Strong written and verbal communication skills
- Proven problem-solving, analytical and negotiation skills
- Advanced proficiency in Microsoft Office applications, particularly Microsoft Excel
- Experience managing, analysing and interpreting large datasets
- High level of accuracy and attention to detail

Desirable

- Experience in a health, research or not-for-profit environment
 - Experience using financial management, ERP and business intelligence systems
 - Experience in treasury, budgeting, forecasting, and financial analysis
 - Demonstrated experience supporting organisational transformation and continuous improvement initiatives
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Conditions of Employment

- Keeping children safe is our highest priority. We maintain rigorous safeguarding standards and employ comprehensive screening processes to ensure the safety of the children we work with. This includes mandatory screening processes for all successful candidates, including:
 - Valid Working with Children Check (or equivalent)
 - Satisfactory criminal record check
 - The right to reside and work in Australia and you meeting any applicable visa conditions
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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
 - 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 Policy
 - The Institute is committed to the safety of children and young people, and takes a zero-tolerance approach to all forms of child abuse, exploitation and harm. The Institute prioritises child safety in our decision-making at all levels of the Institute and supports our employees to understand and enact their safeguarding responsibilities
 - We are committed to a diverse, inclusive workplace where all staff are supported to reach their full potential, regardless of gender, career status, age, disability, cultural background, religion or sexual orientation
 - 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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