

POSITION DESCRIPTION
Management Accountant
Mater Research Finance

Position Title	Management Accountant		
Division	Mater Research		
Position Purpose	The key purpose of this role is to support the continued financial liability of Mater Research. This is achieved through the provision of sound financial and management information and research grant administration, analysis and advice to assigned business partners within Mater Group.		
Location	Aubigny Place, South Brisbane		
Occupational Category and Level	Negotiated		
Reporting Relationship	Reports to Finance Manager		
Review Date	September 2019		
Next Review Due	September 2020		
Staff Member	TBC	Signature	Date
Direct Supervisor	Ms Alice Yin	Signature	Date

1. OVERVIEW

Mater Group

For more than a century in Queensland, Mater has been defined by an abiding commitment to meeting the healthcare needs of the community. Today, our Mission and Mercy Values continue to guide Mater people in making appropriate decisions for a sustainable, socially relevant healthcare service that is genuinely committed to the community it serves. As Mater's capacity to genuinely and sustainably influence health outcomes has increased, our service model has adapted to incorporate and enhance contemporary practice. Today we recognise that achieving and sustaining our goal to help build a healthy community requires a sincere and consistent approach to integration of three key elements. To that end, our corporate strategy is heavily focused on integration, excellence and continuous improvement across three areas of health service delivery, education and research.

Health: Ongoing provision and expansion of our core healthcare services to build closer connections with our community, to promote wellness and healing.

Education: Organisation-wide integration of teaching and learning, with an inter-professional focus and approach to improve health education and clinical outcomes for all.

Research: Conducting research consistent with, and supportive of, our core healthcare services and partnering to share our research outcomes for the benefit of the community.

Values: *We value care, mercy, dignity, quality and commitment.*

Mater Research (MR)

Mater Research (MR) is a world-class institute that is committed to academic medicine and aims to discover, develop, translate, and commercialise medical research that integrates with relevant areas of excellence within clinical practice. MR discovers ways to prevent and treat conditions affecting babies, children, adolescents and adults, helping them to lead healthy lives.

Our teams conduct outstanding research into:

- common diseases affecting children and adults;
- more effective diagnosis and treatment of disease;
- improving health outcomes for mothers and babies; and
- understanding development from babies through to adolescence and adulthood.

Mater Research Institute – The University of Queensland

Mater Research Institute-UQ (MRI-UQ) is a world class institute committed to academic research and its translation into clinical care for the benefit of all. MRI-UQ is an alliance between Mater Research and UQ, providing strategic and operational benefits to both parties. Mater Research brings to the alliance considerable clinical collaboration opportunities and UQ brings all its expertise as a research, education and teaching institution. MRI-UQ has more than 300 research staff, post graduate students and clinical researchers. There are currently 70 students undertaking a PhD, MPhil or Honours program. The Institute has access to world-class research infrastructure in the state-of-the-art Translational Research Institute (tri.edu.au). MRI-UQ has a strong commitment to career development and mentoring.

Translational Research Institute (TRI)

Focusing on a wide range of health and medical research areas, the Translational Research Institute (TRI) is a joint venture between Mater Research (MR) The University of Queensland Diamantina Institute (UQDI), Queensland University of Technology's Institute of Health and Biomedical Innovation (IHBI), and the Princess Alexandra Hospital's Centres for Health Research. The Translational Research Institute brings these research facilities together with the aim to improve and accelerate the translation of medical research into greater patient care.

2. HOURS

This is a full time appointment. Working hours need to be agreed with one's supervisor. As with all scientific institutes, we acknowledge the need for flexibility in working hours in order to undertake the experimental procedures appropriate to individual projects. We are not clock watchers. We all work hard and do what has to be done. It is a give and take system with no actual recording of times. We find this contributes to the overall team effort.

3. PURPOSE OF POSITION

The key purpose of this role is to support the continued financial liability of Mater Research. This is achieved through the provision of sound financial and management information and research grant administration, analysis and advice to assigned business partners within Mater Group.

4. POSITION DESCRIPTION

4.1. Financial Responsibilities

- Provide timely financial management reports with added insight and analysis for Mater Research.
- Preparation and development of Management and Board reports with discussion and input from the business.
- Attend departmental management meetings to provide analysis and input on financial, activity and FTE performance against plan.
- Regularly meet with business partners to offer insight in the review of financial performance and investigate variances from budget, working collaboratively to establish corrective action plans as required.
- Understand, actively monitor and communicate the revenue, volume and cost drivers of the business.
- Review, analysis and communicate the financial impact of business decisions/initiatives of business partners, incorporating impact into budget as appropriate via the Management Budget amendment process.
- Plan and actively manage the annual operating budget process with assigned business partners.
- Liaise with the Manager Finance, Director of Decision Support, the Group Chief Financial Officer and Director of Mater Research on the requirements for the budget and forecasting processes, and provide appropriate guidance to business partners.
- Assist business partners with development of business cases and capital expenditure request process, taking the lead on the financial input and modelling required.
- Assist in project work as required.

4.3 Safety in the Workplace

- Maintain a safe working environment.
- Report any potential hazards to the reporting officer.
- Ensure compliance with Workplace Health and Safety (WHS) Standards.
- Treat all clients with sensitivity and without discrimination.
- Responsible to ensure the annual performance plan is met.
- Anticipate changes in workload of HREC Office and plan accordingly.
- Contribution to a productive team environment, with focus on quality, engagement and delivery of high level services across Mater.
- Demonstrate respect and professional courtesy to work colleagues and customers at all times

4.4 Expression of the Mater Values

- Promote and demonstrate the mission and objectives of MR Limited.
- Promote and demonstrate the philosophy and values of the Sisters of Mercy.
- Demonstrate personal attentiveness, sensitivity and non-judgemental manner when interacting with team members and families.
- Demonstrate values based decision-making and leadership.

5. PRIMARY DELEGATIONS AND ACCOUNTABILITIES

- The Position will be accountable to the Finance Manager.
- Comply with Mater Research's Code of Conduct and Policies and Procedures

6. INTELLECTUAL PROPERTY

Mater Research will require the assignment of all rights, in and to all discoveries, and inventions made, developed, or devised while working at or under the guidance of the Mater Research, during the term of the appointment.

7. SELECTION CRITERIA

Qualifications

Essential

- Recognised tertiary degree in Commerce, Accounting or Finance.
- CPA/CA qualified, or working towards.

Experience

Essential

- Extensive experience in management reporting and planning in medium to large sized complex business.

Desirable

- Understanding of the scientific research environment, including a familiarity with some of the key issues influencing the health sector.

Knowledge and Skills

Essential

- Strong technical skills/accounting standards and ability to apply them to Mater Research operations.
- Use of Cognos Reporting and Analysis tools, TM1 or equivalent.
- Financial Research Grants administration experience.
- Superior Microsoft Excel skills.
- Excellent customer service skills, with a strong focus on customer engagement.
- Demonstrated high level interpersonal, written and verbal communications skills.
- Ability to work as collaborative team member.
- Demonstrated high level of accuracy and attention to detail.

Personal Qualities

Essential

- Strong time management and organisational skills, including demonstrated ability to multi-task and prioritise workloads to ensure deadlines are met.
- Demonstrated integrity with respect to confidentiality related to official, researcher, sponsor and participant interests.
- Demonstrated commitment to continued professional development.
- Demonstrated ability to interact positively and collaboratively with team members and colleagues across multiple functional areas and to build and maintain productive relationships with those functional areas.
- Express a commitment to the promotion of the philosophy and objectives of Mater Misericordiae Ltd and Mater Research.

8. REVIEW

The position will be subject to mutual review on an annual basis.