

A more equitable world through better health.



POSITION DETAILS

TITLE	Project Accountant
CLASSIFICATION	Professional Level 7: \$100,542 - \$108,836 + super + salary packaging
TIME FRACTION	Full time
CONTRACT TYPE	Ongoing
LOCATION	85 Commercial Road, Melbourne 3004, Boonwurrung Land
REPORTS TO	Senior Project Accountant
DIRECT REPORTS	Nil
LAST UPDATED	February 24

POSITION SNAPSHOT

The Project Accountant will take responsibility for management of the financial systems for the Institute's international programs for certain projects and working groups.

This role oversees an operational budget of approximately \$10m providing financial support to various project managers.

KEY RESPONSIBILITY AREAS

1. Independently process monthly critical tasks including salary allocations, currency, data imports and adjustments journals.
2. Develop and implement effective financial reporting tools as per policy and procedures for Project Managers, to ensure financial information is conveyed in a clear and timely manner.
3. Support the Project Managers to track and journal project costs, exchange rate management and external donor reporting.
4. Consolidate and reconcile accounting information from MBC and CIH database.
5. Update, reconcile and analyse internal project budget versus actual reports on monthly basis and advise Project Managers if any potential issues or risks need to be addressed.
6. Assist with the preparation of projects for external financial audits and liaise with auditors.
7. Support Project Managers and Working Group Heads in preparation of new budget proposals and liaise with Business Development and donors in relation to project budgets and financial reporting requirements.
8. Support Finance Management team with new accounting system
9. Responsible for completing all required training in line with the position / role.

KEY SELECTION CRITERIA

QUALIFICATIONS / EXPERIENCE / KNOWLEDGE / ATTRIBUTES	
1. Degree qualified in commerce, accounting, or other relevant discipline (or substantial industry experience)	Essential
2. Relevant experience in a similar project accounting role	Essential
3. Demonstrated experience in working with international development programs	Essential

4.	Demonstrated experience in developing budgets	Essential
5.	Demonstrated experience in developing and/or improving accounting systems	Essential
6.	Strong analytical and problem-solving skills	Essential
7.	Ability to prioritise and meet strict deadlines	Essential
8.	Ability to build strong relationships with colleagues and partners	Essential
9.	Advanced Knowledge of Excel	Essential
10.	Knowledge of Technology One, SunSystems and/or Quickbooks	Preferable
11.	Membership of professional accounting body	Preferable

About Burnet Institute

Vision

A more equitable world through better health.

Purpose

Create and translate knowledge into better health so no-one is left behind.

Values

Respect, Equality, Inclusiveness, Diversity.

Who we are

Burnet Institute is an Australian-based medical research and public health institute and international non-government organisation that is working towards a more equitable world through better health.

What we do

We are committed to creating and translating knowledge into better health so no-one is left behind. We do this through engaging with and understanding the needs of a broad range of communities and stakeholders to develop laboratory-based and social research programs, policies and products that deliver better health outcomes.

Where we work



Priority countries:

Australia | Papua New Guinea | Myanmar

We also support and contribute to research and public health programs in other Asian, Pacific and African countries.

Australian Institute for Infectious Disease (AIID)

Bringing together Burnet Institute, The University of Melbourne, and the Doherty Institute with funding from the Victorian Government, the AIID is a visionary initiative designed to protect Australia and the region against infectious disease and future pandemics. Establishment of a new state-of-the-art facility which will be the new home of Burnet is expected to be operational by 2027.



OCCUPATIONAL HEALTH AND SAFETY

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

OTHER REQUIREMENTS

Burnet Institute is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

CONTACT TYPE	No Contact With Children
LOCATION OF CONTACT	

ENQUIRIES

For enquiries, please contact careers@burnet.edu.au