Position Description
Accounts Assistant

Position Title: Accounts Assistant

Reports To:
Direct Director of Finance and Corporate Services
Indirect Finance Manager

Position Type: Part time 10 hours per week, Maximum Term
Location: 305 Grattan Street, Melbourne

End of Tenure Date: 30/06/2020 (inclusive 6 mths probation)

Key Relationships:
Internal
- Finance Manager
- Directors, Portfolio Heads and Program Managers
- Accounts payable and receivable at functions at VCCC member organisations
- Finance, Audit and Risk Committee (FARC)

External
- Melbourne Health Payroll Services
- VCCC independent auditors
- Westpac
- Accounts payable and receivable at goods and services suppliers

POSITION PURPOSE
The Accounts Assistant is responsible for the accounts payable and accounts receivable functions for the Victorian Comprehensive Cancer Centre (VCCC). This position will also assist with compliance tasks such as BAS preparation and lodgement and assist with month-end processes. The Accounts Assistant will work closely with the Finance Manager to ensure payments are made in a timely manner and internal and external queries are resolved efficiently.

The working hours for this role are approximately 10 hours per week, spread across Monday and Tuesday as mutually agreed.

CONTEXT
Vision
The vision for the VCCC is to save lives through the integration of cancer research, education and patient care. Founded in the holistic principles of the internationally-recognised Comprehensive Cancer Centre model, the Victorian Comprehensive Cancer Centre is a powerful alliance of 10 leading research and clinical institutions with a shared commitment to working together to advance and accelerate cancer research, treatments, preventions and cures.

Operating Environment
The VCCC’s multi-site, multi-disciplinary model brings together the complementary strengths of Peter MacCallum Cancer Centre, Melbourne Health (including The Royal Melbourne Hospital), The University of
Melbourne, The Walter and Eliza Hall Institute of Medical Research, The Royal Women’s Hospital, The Royal Children’s Hospital, Western Health, St Vincent’s Hospital Melbourne (including St Vincent’s Institute), Austin Health (including the Olivia Newton-John Cancer Research Institute and Austin Lifesciences) and Murdoch Children’s Research Institute.

The VCCC has a four-year agreement (2016-2020) with the Department of Health and Human Services to develop and implement new and innovative cancer research and treatment programs under an agreed Strategic Research Plan.

Our Team Purpose

Be known for enabling the best research-led cancer care for all.

Our Values

Collaboration - we connect and support to empower sustainable change
Integrity - we are respectful of the cancer community and accountable for our contribution
Creativity - we cultivate ideas and dare to innovate
Achievement - we strive to make an impactful difference and produce results

KEY RESPONSIBILITIES:

Accounts Receivable and Payable

- Process all accounts payable invoices on a weekly basis
- Prepare payments for approval each fortnight, including setting up electronic bank payments and preparing related paperwork
- Ensure payments are made in line with creditors’ terms
- Issue invoices as required and follow up overdue amounts in a timely manner
- Attend to payment enquiries and other related queries
- Ensure payments are allocated in Xero in a timely manner to facilitate bank reconciliation
- Identify any time-consuming bottlenecks and recommend processes for improvement
- All related AP and AR administration and filing

Financial Accounting & Processes

- Assist with BAS preparation and lodgement
- Review and maintain the fixed asset register
- Ensure compliance with VCCC’s delegation of authority policy
- Assist with month-end processes, such as bank reconciliations and sending reports to program managers
- Attend to program managers’ queries about project expenses
- Liaise with and assist the Finance Manager, Director Finance & Corporate Services and auditors as required

General Admin

- Monitor and support the management of contractual invoicing requirements, liaising with VCCC program managers to ensure contractual terms are met
  - Maintain the contracts register and files and ensure that contracts and proposals are securely maintained
  - Remind program managers when contractual obligations are due to ensure timely payments
Other Requirements

- Work in accordance with VCCC policies and procedures
- Participate in the VCCC Performance Planning and Development Review processes
- Assist with other tasks/projects as reasonably required
- VCCC is a completely smoke free environment and expects all employees to respect this policy to the fullest degree and with a very mindful approach.

KEY SELECTION CRITERIA:

Skills & Experience

- Experience in managing accounts payable and receivable functions
- Meticulous attention to detail & well-developed organisational skills
- Excellent written and oral communication skills
- Ability to multi-task, prioritise competing demands and meet deadlines
- Experience using Xero or similar
- Proficiency in Microsoft Office, particularly Excel

Qualifications

- Minimum: Certificate IV in accounting/bookkeeping
- Desirable: Tertiary or postgraduate qualification in accounting or finance

The Person

Collaboration

- Excellent interpersonal skills with experience in effectively managing the requirements of multiple stakeholders, both internal and external
- A team player who shares knowledge and information and seeks contributions from others

Integrity

- Consistently follows through on commitments, is honest and has a high level of personal integrity
- Is considerate and mindful, treating others with dignity and respect

Creative

- Thinks laterally and pursues opportunities for improvement and innovation
- Taps into relevant people and resources to develop solutions to overcome potential barriers

Achievement

- A self-starter with the proven ability to work and deliver on multiple responsibilities by prioritising conflicting timeframes
- Outcomes focused with pride taken in achieving quality results
- Comfortable in taking the initiative and exercising judgement in resolving matters as they arise

Special Requirements

- Non-smoker
- Right to work in Australia
- Satisfactory completion of National Policy Check and Qualifications Check
EQUITY & INCLUSION:

The Victorian Comprehensive Cancer Centre (VCCC) is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation.

The VCCC makes decisions on employment, engagement, promotion and reward on the basis of merit. We are committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, contractors, appointees, volunteers and partners with a safe, respectful and rewarding environment. This commitment is set out in more detail in the VCCC Equal Opportunity Policy and Bullying Prevention Policy. All staff and contractors are required to comply with VCCC policies.

TERM:

The tenure of this role is linked to VCCC Strategic Research Plan. Potential opportunities for appointment beyond mid-2020 will be dependent on renewed funding and operational requirements.