Finance Officer

Position title: Finance Officer  
Classification: HEW 2
Division/Department: Finance  
Work location: Parkville, Melbourne
Position reference: WEHI/TWFO  
Employment type: Full Time
Remuneration range: Subject to Qual.  
Further information:
Position reports to: Victoria Lines  
Closing date: 19\textsuperscript{th} Jan 2015
Positions reporting to this one: Nil

Position overview

Reporting to the Manager Finance Operations you will perform on a rotational basis, Accounts Receivable, Bank Reconciliation, Accounts Payable and Travel and Expense administration duties. Previous experience is a must in accounts receivable, accounts payable and preferably Technology One or similar large ERP system.

Organisational environment

The Walter and Eliza Hall Institute of Medical Research
The institute, established in 1915, currently houses 14 research divisions, containing around 76 laboratories and 800 staff, with an annual budget of approximately A$100 million.

The institute’s research focuses on cancer (breast, cancer, leukaemia, lymphoma, multiple myeloma, lung cancer, colon cancer, and ovarian cancer), infectious disease (malaria, tuberculosis, HIV, and hepatitis) and chronic inflammatory and immune diseases (coeliac disease, type 1 diabetes, rheumatoid arthritis and transplantation) and continues a strong tradition of collaboration and interdisciplinary programs. The institute has a strong national and international reputation for performing highly influential research and for translation that leads to long term improvements in disease, diagnosis and treatment.

The institute’s main laboratories are located within the Parkville precinct, a vibrant hub for life science research, education and healthcare provision. In addition, the Walter and Eliza Hall Institute Biotechnology Centre is located 30 minutes from Parkville at La Trobe University’s R&D Park in Bundoora. The Biotechnology Centre features facilities for high-throughput chemical screening, medicinal chemistry, antibody production and malaria containment. The centre also functions as an incubator for the institute’s biotechnology companies.

Organisational objectives

Discovery
To make discoveries in medical biology that shape contemporary thinking and paradigms and enhance the understanding and treatment of disease.

Translation
To convert our discoveries into improvements in disease diagnosis, prevention and treatment.

Education
To develop and enrich the skills and experience of students and staff, allowing each person to realise their potential and contribute to a vibrant campus.

**Engagement**
To engage with the community and develop support for medical research generally and the institute’s mission specifically.

**Sustainability**
To build an infrastructure, funding and research capacity that enables the institute to fulfil its mission in a sustainable manner.

**Organisational values**
- Excellence in science, innovation, education and communication
- Creativity and inventiveness
- Diversity of thought
- Integrity
- Collaboration
- Mutual respect
- Honesty and transparency
- Ethical and social responsibility
- Equality of opportunity
- Continual improvement

**Key responsibilities**
- Accounts Receivable to collections
- Accounts Payable to payments
- Travel Administration and expense reimbursement

**Key selection criteria**

**Personal qualities**
- Great attention to detail
- Flexible in approach to work processes and procedures
- Prior experience in said functions
- Tertiary qualifications

**Knowledge and skills**
- Great computer skills
- Great communication skills
- Great customer service skills
- Experience in accounts receivable and payable
Occupational Health and Safety
• Comply with institute Health and Safety Policies and Procedures.
• Take reasonable care of own safety and the safety of others around.
• Use Personal Protective Equipment (PPE) and safety devices appropriately.
• Report all hazards, incidents and injuries.
• Attend training programs as documented in individual training needs matrices.

How and where to apply
Applicants are encouraged to submit a cover letter, current resume and three referees to jobapplications@wehi.edu.au quoting the position number.

Please address each of the key selection criteria separately in a written document.

Diversity
The Walter and Eliza Hall Institute is an Equal Opportunity Employer.
The institute encourages and welcomes interest from Aboriginal and Torres Strait Islanders for roles within the institute.

Privacy notification
The collection and handling of declarations and personal information relevant to your employment will be consistent with the requirements of the Privacy Act 1988.