POSITION DESCRIPTION

POSITION TITLE: Financial Controller
DIVISION / SECTION: Corporate and Research Administration (CARA)
SUPERVISOR: Chief Operating Officer
CLASSIFICATION LEVEL: GSL 10
SALARY RANGE: $108,010 - $119,795
STATUS (FTE): 1
NO. OF POSITIONS REPORTING DIRECTLY: 5
NO. OF POSITIONS REPORTING INDIRECTLY: 0

SUMMARY OF POSITION:

To provide strategic financial management to Menzies, ensuring robust internal controls, statutory compliance and timely, relevant financial reporting to research teams, Executive, Finance Committee and Board.

PRIMARY RESPONSIBILITIES:

1. Implement financial management strategies to ensure Menzies operates efficiently and effectively within relevant legislation and budget. This includes the provision of expert advice to the Director, Chief Operating Officer and the Board's Finance Committee (as Secretary of the Finance Committee) on the development and management of the organisational budget, financial aspects of contracts, and developing a budget strategy so that funding for research and education activities is used in the most efficient and effective manner.
2. Ensure timely and accurate financial reporting to the Finance Committee, Board and Research teams, and provide proactive analytical support.
3. Provide and develop user friendly financial reports and support the Business Managers, Research Groups and the Executive with relevant, timely and accurate management reporting.
4. Conduct financial analysis to determine the most effective approach to continuing organisational financial management and development, including the development of Menzies’ research enterprises and assist in assessing general business development opportunities throughout Menzies.
5. Oversight of the Menzies Financial Management Information System to ensure integrity, accuracy and transparency of financial information to enable meaningful financial analysis and reporting, and ensure currency of financial systems.
6. Develop financial policies, strategies and procedures that are consistent with corporate objectives, legislation and Australian Accounting and Auditing Standards.
7. Ensure compliance with all requirements of grant funders in a timely manner.
8. Supervise the annual financial audit, occasional special audits and reviews by grant funding agencies.
9. Manage all aspects of the Menzies insurance program, including annual renewals, obtaining quotations, claims and attend to ad-hoc insurance queries.
10. Attend and present at the quarterly Finance Committee meetings.
11. Lead, mentor and develop the Finance team.
12. Any other tasks as reasonably required by the supervisor, manager and/or Director.
SELECTION CRITERIA:

**Essential:**

1. Tertiary qualifications in a relevant discipline and Professional Membership of CPA Australia or Institute of Chartered Accountants.
2. Demonstrated skills and experience in using accounting systems, extracting data and preparing financial analysis and reporting, particularly in Excel.
3. Experience in preparation of grant funding proposals, acquittals and submissions.
4. Experience in managing the external audit processes and preparation of annual statutory reports.
5. Experience in developing financial policies and procedures, and ensuring a robust internal control environment.
6. Demonstrated technical understanding of Australian accounting standards such as FBT, GST, PAYG, payroll tax and other tax matters in accordance with legislation.
7. Demonstrated experience in initiating process improvement and change in financial and governance processes.
8. Proven capacity to manage, coordinate and lead the strategic planning and budget process.
9. Demonstrated experience in leading and mentoring a finance team and driving a service culture.
10. Demonstrated experience in managing multiple tasks and competing priorities whilst maintaining quality of work and composure.
11. The ability to interact effectively with people from diverse cultures.
12. An understanding and awareness of relevant Workplace Health and Safety as well as Equal Opportunity principles and legislation along with a commitment to maintaining a healthy and safe workplace for all Menzies staff, students, volunteers and visitors.

**Desirable:**

1. Previous experience in a medical research, health or education organisation.

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**Approval:**

Jason Chin  
HR and Operations Manager  
Signature  
Date

David Blair  
Chief Operating Officer  
Signature  
Date
<table>
<thead>
<tr>
<th>PACKAGE COMPONENT</th>
<th>Minimum Value GSL 10/1 ($)</th>
<th>Maximum Value GSL 10/1 ($)</th>
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<tbody>
<tr>
<td><strong>Gross Salary</strong> (position advertised as General Staff Level 10)</td>
<td>$ 108,010.00</td>
<td>$ 119,795.00</td>
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<tr>
<td><strong>Superannuation</strong> (14% superannuation contribution depends on employee contributing 3% of pre tax salary)</td>
<td>$ 15,121.40</td>
<td>$ 16,771.30</td>
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<td><strong>Salary Packaging Grossed Up</strong> (Based on utilising the full $15,900 salary packaging component plus the $2,550 Meal Entertainment Card.)</td>
<td>$ 11,763.93</td>
<td>$ 11,763.93</td>
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<tr>
<td><strong>Leave Loading</strong> (Payable on the last pay before Christmas (first year will be a pro rata payment))</td>
<td>$ 1,411.00</td>
<td>$ 1,411.00</td>
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<td><strong>Total Salary Package</strong></td>
<td>$ 136,306.33</td>
<td>$ 149,741.23</td>
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