



# Accounts Officer

## Translational Research Institute, Brisbane

### 1. Background

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The Translational Research Institute (TRI) is a leading Australian innovative medical research, development and translation facility. It is home to a range of cutting edge technologies including interventions to prevent and treat human diseases, and provide diagnosis of early disease.

Supported by grants from the Australian and Queensland Governments, situated in the Princess Alexandra Hospital precinct, TRI combines the research intellect and capability of Queensland Health, The University of Queensland, Queensland University of Technology and the Mater Hospital.

TRI houses over 1,000 leading researchers and support scientists who interface with clinicians on the hospital campus and at other Brisbane-based hospitals. It has two clinical trial facilities, one based at the PA Hospital and the other at the Centre for Children's Health Research next to the Children's Hospital. TRI licenses space to six start-up companies and space in an adjacent building to the biopharmaceutical manufacturer Thermo Fisher.

As a Translation Research Institute, TRI is charged with partnering scientific development with the commercial sector to ensure innovations move rapidly to improve patient outcomes and commercial return. To this end, TRI is at the interface of science, medicine and industry.

### 2. TRI Vision and Values

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TRI will be a global leader in effective translation of research and innovation into improved healthcare and increased income and jobs for Australia. The TRI vision is achieved through a values-driven corporate culture focused on collaboration to achieve excellence. Our values are:

- Leadership:** *Our actions will shape a healthier world*
- Integrity:** *We do the right thing. Always*
- Knowledge:** *Through sharing, we empower innovation*
- Excellence:** *We strive for exceptional outcomes*
- Collaboration:** *Together we're better*

**We LIKE Collaboration**

### 3. Position Purpose

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Reporting to the Financial Controller, the Accounts Officer will ensure the accurate and efficient processing and payment of vendor invoices in a timely manner. In addition to this, they will generate and send out invoices for monthly billing processes. The Accounts Officer will ensure the smooth running of account transactions using JD Edwards for responsible and effective processing and reporting duties.

The Accounts Officer is part of the larger finance team, and will also assist the Financial Controller with administrative tasks to enable the execution of responsibilities efficiently and effectively.

### 4. Key Accountabilities

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To provide support to the finance team with specific responsibility for the day to day processing of accounts payable and monthly billing transactions. This role will ensure the accuracy and timeliness of TRI's payables and receivables in turn, indirectly supporting effective cash flow management for TRI.

Duties and responsibilities include, but are not limited to:

#### ***Technical***

- Accounts Payable:
  - Raising requisitions on behalf of TRI Staff
  - Data Entry via Three Way Matching - Purchase Orders, Receipts, and Supplier Invoices
  - Foreign exchange invoice entries
  - Fortnightly (& ad-hoc) batch payments
  - Supplier management and statement reconciliations
  - Reconciliation and processing of payments made in advance
  - Cash Flow Projections
  - Monitoring and reviewing commitments
  
- Accounts Receivable:
  - Raising invoices under the direction of the Senior Finance Officer, including:
    - Generate invoices for monthly Core Facilities usage (Includes recording/management of customer purchase order numbers)
    - Monthly invoicing of recoverable expenses including printing
    - Invoicing of operational items such as room bookings and event sponsorships
    - Quarterly invoicing for staff car parking permits and maintaining the staff car parking register and waitlist
  - Following up overdue debtors
  
- General:
  - Assisting the Financial Controller with ad-hoc tasks, administrative duties and support
  - Assisting other Finance Team members with end of month and ad hoc duties when required

#### ***Communication / SOPs***

- Excellent communication skills are required as you will be liaising with suppliers, TRI staff and stakeholder's staff with account queries.
- Develop and maintain high operating procedures that are clear and concise

### ***Occupational Health and Safety***

- Ensure compliance with all requirements of Queensland Work Health and Safety (WHS) regulations as they apply to the role

## **5. Reporting Relationships**

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The position reports to the Financial Controller of the Translational Research Institute

## **6. Selection Criteria - Experience, Knowledge, Skills, Abilities and Qualifications**

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### **Experience**

- 3 years relevant experience in a similar role within a highly complex large organisational environment preferably with experience using an ERP system
- Demonstrated experience in the processing of accounts payable and receivable transactions
- Demonstrated ability to respond to the demands of a rapidly changing, highly technical, collaborative environment

### ***Desirable***

- Experience using JD Edwards or a large ERP system
- Previous experience in a research, university or government environment

### **Knowledge, Skills, Abilities**

- Practical working knowledge of both Microsoft Word and Excel
- Understanding of tax invoice requirements
- Understanding of GST, FBT, Foreign Exchange and the Australian tax system as it relates to the accounts payable function
- High attention to detail with efficient time management skills, the ability to meet and maintain deadlines and prioritise own workload
- Demonstrated ability to undertake trouble shooting to identify, diagnose and resolve problems
- Analytical skills including the ability to assess problems and propose solutions
- Capacity to work independently with limited supervision

### ***Desirable***

- Sound understanding of financial management and accounting concepts and processes

### **Qualifications**

- Certifications or qualifications in business, bookkeeping and/or administration; or an equivalent combination of relevant experience and/or education/training