



FINANCE OFFICER

Central CBD location

Small, friendly and professional team

Flexible working hours

Join the peak body for medical schools across Australia and New Zealand and support the smooth running of the organisation, ensuring timely and accurate financial management and reporting, and external contract reporting.

The role

As a key part of our small, committed team, you will be responsible for all financial data entry, accounts payable and receivables, financial reporting, and management of the finance and HR systems. Within the role is the responsibility to ensure appropriate systems are in place and followed, and that the organisation's finances run smoothly and serve the business's needs and obligations.

Our organisation works to support the health and wellbeing of medical students, increase the numbers of rurally-based doctors, grow the Indigenous medical workforce, support continuous quality improvement within the medical school curriculum, and ensure we produce the medical graduates that our communities need.

Key responsibilities

- ensure the timely and accurate entry of all financial transactions
- manage all accounts payables and receivables, payroll and superannuation payments
- undertake the necessary month-end and reconciliation functions
- provide monthly financial statements/reports to the CEO and Executive Committee
- manage all ATO and FBT matters, including the organisation's Business Activity Statements
- manage the year-end financial audit process, liaising with the external auditor
- in liaison with the CEO, develop an annual Budget
- complete and lodge all necessary reports and statements with appropriate regulatory authorities
- manage all external contracts in terms of financial management, reporting, payables and receivables, and audits
- ensure an appropriate asset management system is in place and followed
- ensure appropriate financial policies are in place and followed
- advise on any business improvement processes or systems that should be considered

The successful candidate will have

- A tertiary qualification in accounting
- CPA or CA membership would be advantageous
- A minimum of 5 years' experience in a similar role
- Experience with Xero, online banking, and online BAS lodgment
- Highly developed MS Office skills
- Excellent written and verbal communication skills
- Strong problem-solving skills, results-focus and attention to detail
- Good issues management and negotiation skills
- Well-organised with ability to self-motivate and work independently, as well as within a close team

Reporting to the CEO, this part-time role is based in George Street Sydney and is anticipated to require approximately 10 hours per week.

To apply, please send your resume and short cover letter to admin@medicaldeans.org.au

Closing date for applications is **COB Monday 24 June 2019**

Background on the organisation

Medical Deans Australia and New Zealand is the peak body representing professional entry-level medical education, training and research in Australia and New Zealand. Our members are the 23 medical schools across the two countries, whose focus is on planning for, developing and supporting the medical graduate medical workforce our communities need.

Medical Deans works to ensure the quality, breadth and rigour of our medical teaching and training remains among the best in the world, and advocates for and contributes to effective policies to improve medical education and support excellence in research to improve the health of all people in Australia and New Zealand.

Visit our website [here](#)