

## Position Description – Assistant Accountant

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### We are here to

enable the best decisions about medicines, health technologies and other health choices for better health and economic outcomes.

### We aim to

lead innovation and improvement in health care by building trust, implementing change and demonstrating impact.

**Courage    Customer Centricity    Collaboration    Integrity    Accountability**

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### About the role – Based in Sydney

NPS MedicineWise has established an excellent reputation for our work in programs, products and services to improve the quality use of medicines and medical tests in Australia. This role is responsible for providing all-around accounting services within NPS MedicineWise including but not limited to general ledger reconciliation, cash flow management, accounts receivable, assisting with the preparation of financial reports, budget and forecast information and contribute to continuous system improvement.

### Key responsibilities

- Prepare end of month recurring and standard journals and reconciliations of the general ledger to trial balance level.
- Monitor and manage cash flow and term deposit requirements on a weekly and monthly basis.
- Manage accounts receivable function and maintain debtors' database in the NPS MEDICINEWISE accounting system.
- Reconcile and prepare PAYG, BAS and FBT data and reports for submission to ATO
- Maintain organisation Workforce plan budget and its updates
- Assist in managing and monitoring commercial projects revenue and margin
- Assist in the preparation of financial management reports, statutory reports and contract reports
- Assist in the preparation of annual budget and quarterly forecast schedules
- Assist in continuous finance system improvement, enhancement and testing and development of various financial reports
- Assist in the management of contract files and contract payments register and reconciliation
- Provide payroll backup as required
- Provide high level support to financial delegates in management of their financial responsibilities
- Other ad-hoc duties as required

### General corporate responsibilities

- To carry out responsibilities of the role in a manner that is consistent with NPS MedicineWise competencies and values.
- To proactively work towards and meet agreed annual and interim performance indicators.
- Take responsibility for WHS in accordance with policy and relevant legislation.
- To be aware of responsibilities to identify, reduce and report risks to our business in accordance with the NPS MedicineWise Risk Management Policy.

## Accountabilities

- Accountable for meeting reporting and processing deadlines.
- Accountable for achieving accuracy and quality of work completed in the key areas of responsibility for the position.

## Challenges you'll encounter

- Monitoring and follow up on compliance with NPS MEDICINEWISE financial policy, procedures and applicable accounting standards.
- Maintaining high levels of confidence in the systems and data through an attention to detail and a commitment to accurate recording and timely delivery of information.
- Consistently meeting reporting and processing deadlines.
- Building and maintaining relationships with both external and internal customers by managing workflows and resolving issues in a timely manner and satisfying conflicting and competing requirements which will necessitate activities to be carefully prioritised.

## You'll report to

Finance Manager

## Role Requirements

- Tertiary qualifications in accounting, economics or commerce.
- At least 1-2 years' experience in a similar role.
- Sound knowledge of accounting theory, Australian Accounting Standards and Australian taxation legislation as applicable to not-for-profit entities.
- Excellent communication and interpersonal skills.
- Ability to prioritise and meet deadlines.
- A great attention to detail with a high level of accuracy and good organizational skills.
- Results orientated with a "can-do" attitude.
- Ability to work within a team environment as well as independently.
- Highly developed English written skills.

## Role Desirables

- Advanced Excel Skills.
- Computer literate in Microsoft AX, Atlas reporting tool, iChris payroll system or similar product is preferable but not essential.
- Good understanding in accounting system development and improvement and reporting tools.

**Last updated:** November 2018

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