

Role Description	
Position Title:	Finance Officer
Group:	Mindgardens Neuroscience Network (Mindgardens)
Status:	Part Time
Reports to:	Operations Leader, Mindgardens
Location:	Margarete Ainsworth Building, Randwick or as Advised (Mindgardens Member sites)

Position Overview

The Finance Officer will provide support to Mindgardens and member organisations to ensure all financial matters related to Mindgardens are handled responsibly and legally. This person will advise and assist in the development and implementation of finance processes and systems, conduct transactions and reconciliations, manage budgets and prepare reports. The role will work closely with Mindgardens member organisations including NeuRA, South Eastern Sydney Local Health District, UNSW and Black Dog Institute to maintain accurate and timely financial reporting.

The role requires someone with a broad financial skillset able to cover all aspects of the finance and accounting function. They will work as part of a team responsible for providing a broad range of company and project financial services including accounts payable, accounts receivable, month-end processes and reporting and asset capitalisation activities. They must be versatile to be comfortable working with various accounting systems across departments and member organisations and therefore possess strong verbal and written communication skills.

Mindgardens

Mindgardens Neuroscience Network Limited is revolutionising the care and support of people with mental health, neurological and alcohol and drug disorders, by integrating the most successful clinical approaches from all three medical specialities into a rigorous clinical management and research framework, underpinned by technology.

Mindgardens brings together the strengths of four founding member organisations: South East Sydney Local Health District, UNSW Sydney, NeuRA and the Black Dog Institute. Together they form a unique and highly concentrated hub of expertise, centred in the South Eastern Sydney region but with the capacity to serve the whole NSW community.

At the backbone of Mindgardens is MindLabs. MindLabs provide the infrastructure and support for researchers, clinicians and people with lived experience to come together in an integrated manner to create and nurture new ideas and build capacity and capabilities to accelerate translational research for Mindgardens' focus areas.

Organisational Structure



Key Responsibilities

- Perform a range of finance, accounting and administrative tasks, monitoring work priorities to ensure delivery of efficient and effective financial services aligned with agreed timeframes and within budgetary constraints
- Contribute to the preparation of internal and external financial reports ensuring the accurate and timely delivery of information as required
- Provide support to the annual audit management reviewing various Mindgardens finance, risk and compliance matters
- Assist with budgeting and planning activities including monitoring of performance to budget.
- Provide commentary and insight on monthly and annual reports and results, and forecast position, including performance to budget, addressing any irregularities or discrepancies.
- Perform reforecasts based on prior expenditure and discussion with business unit and research leaders.
- Preparation of budgets, reports and responding to enquiries from external parties as required e.g. UNSW in relation to grant management etc.
- Management of all grant accounts including liaison with UNSW, timely grant acquittals, monitoring of deficits, review of grants with research staff to ensure timely spend within rules.
- Assist Project Managers to manage costs so that projects are completed within the approved budget
- Assist research staff with all finance admin, payroll, insurance and compliance matters.
- Manage donations transfers from within Mindgardens entities and ensuring timely and accurate distribution.
- Develop, implement and actively review all finance policies, procedures and related processes in collaboration with NeuRA finance team and Mindgardens team.
- Work to streamline all finance activities, ensuring efficient and effective services.
- Work with member HR and finance departments to resolve any irregularities or discrepancies for all employee payments, superannuation, tax liabilities etc
- Provide oversight of the Fixed Asset Register ensuring regular review and adherence to policy including monthly reconciliation of assets and depreciation.
- Provide monthly cash flow forecasts
- Other finance duties as required from time to time.

Role specific accountabilities

- Accurate and timely recording of all transactions, month end, year end and year-end audit including reconciliations
- Accurate and timely management reporting and financial statement preparation
- Ensure finance activities compliance to finance processes and procedures
- Ensure accuracy of payroll and employee related transactions
- Ensure that Mindgardens retains sufficient operating capital to meet monthly and future commitments

Core Competencies, Requirements and Experience

Essential:

- Tertiary qualification in accounting
- Minimum of 5 years' experience in a Senior Finance position
- Membership of relevant professional body i.e. Certified Practising Accountants or Chartered Accountants
- Experience in process and systems improvement
- High degree of proficiency in accounting systems, Excel and Word

Desirable:

- Demonstrated ability to contribute to strategic service planning and policy development

<ul style="list-style-type: none"> • Strong stakeholder management skills • Excellent written and verbal communication skills – enabling effective liaison with all stakeholders • Excellent attention to detail • Organised and ability to proactively manage yourself and others • Demonstrated ability to perform complex organisational tasks, write reports and support others undertaking complex projects. 	
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Relationships and Interactions

Internal:

- Mindgardens team including ED
- Report Directly to MindLabs Co-Lead
- NeuRA Finance department
- Research and Flagship project leads
- Member organisations (NeuRA, SESLHD, BDI and UNSW)

External:

- St George Bank
- Auditors

Performance Reviews

All staff will undergo a Performance Review with their supervisor annually to ensure they are being supported to succeed in their role. This Position Description will be used to inform the Performance Review.

Occupational Health and Safety

All workers at Mindgardens must familiarise themselves and comply with Mindgardens and NeuRA general Policies and all Mindgardens and NeuRA Work Health and Safety Policies.

Responsibilities of all workers:

- Be familiar with and ensure compliance with the WHS Act 2011 and Regulation 2017
- Co-operate with WHS policies and procedures to ensure your own health and safety and that of others within the workplace
- Attend all training sessions as required
- Do not interfere or misuse equipment provided for the health, safety and welfare of persons at work

Additional responsibilities for supervisors: (PCBU)

- Persons Conducting a Business or Undertaking (PCBU) i.e. managers and supervisors, have a duty of care for the health, safety and welfare of all persons in the workplace
- PCBUs must adopt a risk management approach to managing health and safety. This includes undertaking necessary risk assessments
- Attend all required training sessions

Diversity

Mindgardens is an Equal Employment Opportunity Employer. We are committed to promoting equality of opportunity and eliminating discrimination in all our employment policies and practices.

Mindgardens acknowledges the traditional custodians of the lands on which we work, and extends respect to all Elders past, present, and emerging.

Right to Work

You must have the right to live and work in Australia for the duration of your appointment at Mindgardens.

Privacy Notification

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

Changes

Changes to this role description may be made from time to time to suit the requirements of the organisation.

Acceptance

I have read and understood the requirements of the role and expectations outlined in this Role Description

Name:

Signed:

Date: