

POSITION DESCRIPTION

The Malaghan Institute of Medical Research is a registered charity that conducts scientific research into cancer, asthma, inflammation and infectious diseases.

The Institute's research programmes have grown significantly over the past 5 years and we currently employ 75 staff. This part-time accounting position reports to the Finance Manager.

The appointee should have a CA accounting qualification, senior accounting experience, good interpersonal skills, the ability to "think through" problems and fit well into our Administration team.

POSITION: Financial Accountant -20 hrs pw

DUTIES: Preparation of month-end accounts and management reporting.

RESPONSIBILITIES:

1. Prepare month-end accounts. This will require administration and accounting for the grant income and expenditure processes.
2. Assist with monthly preparation of the Capital Endowment fund accounts
3. Updating and management of the fixed asset register.
4. Assist with annual budgeting process, year-end annual accounts, and annual insurance.
5. Periodic returns required by the Statistics Department, and two monthly GST returns.
6. Some entry of general ledger journals and preparation of invoices to grantors.
7. Deputise for the Finance Manager when absent.
8. Backup the payroll function.
9. Understudy all aspects of the accounting systems and procedures to enable backup of both the Finance Manager and Assistant Accountant.
10. All other tasks as requested by the Finance Manager or Director.