

Position Title	Research Accountant
Group/Portfolio	Finance
Classification	HEW Level 6
Position Number	00041412
Reports To	Manager – Research Reporting & Compliance
Employment Type	Continuing

1.0 Position Purpose

The Research Accountant is responsible for advancing, managing and safeguarding Griffith University's financial integrity and security and ensure compliance with legal, regulatory and reporting requirements.

The Research Accountant is responsible for applying their expertise and judgement to manage research financial reporting and associated tasks and will work collaboratively with others to solve medium to high complexity issues and has a strong commitment to providing high quality colleague and external customer experience.

The Research Accountant is a team player who supports both their immediate function and the Research Funding Support Team. The incumbent may be required to work flexibly across finance disciplines through job rotation or to support team workloads.

This is a critical role for fraud and corruption control in the University. The incumbent will ensure they understand the University's Fraud and Corruption Control Framework and effectively manage their function's prevention, detection and reporting controls.

2.0 Eligibility Requirements

- The occupant of this position will hold relevant tertiary qualifications with relevant industry experience.
- Membership of a professional accredited accounting organisation.

3.0 Key Responsibilities

- Advance, manage and protect Griffith University's financial integrity and security and ensure compliance with legal, regulatory and reporting requirements.
- Under limited direction, apply professional knowledge and judgement to prepare and sign-off medium complexity research project financial statements in a timely manner, liaising with research Chief Investigators and/or funding bodies as required.
- Under limited direction, apply professional knowledge and judgement to draft high complexity research project financial statements in a timely manner, liaising with research Chief Investigators and/or funding bodies as required.

- Undertake accounting functions associated with the completion of financial statements including journal preparation, and review and approval of other research accounting journal requests.
- Undertake accounting functions associated with the closure of research projects including managing balances, closing relevant system accounts and engaging with Chief Investigators as required.
- Promptly respond to queries relating to financial statements and project closures and other medium complexity research reporting related queries.
- Identify opportunities for process improvement, and support implementation of approved initiatives.
- Enhance Griffith University's research community finance capability and support customers to build their knowledge of and confidence in research financial reporting through coaching and mentoring.
- Consult, negotiate and influence others, managing competing tasks, priorities and expectations effectively, to solve research accounting and reporting issues.
- Listen to and communicate interactively with colleagues across the University and within the finance team to respond appropriately to queries, solve problems, anticipate needs/questions; develop easily understood written material; simplify complex information; proactively share information in a balanced and timely manner.
- Support Finance Ways of Working and contribute to promoting a positive workplace culture.
- Promote and demonstrate cultural behaviour in accordance with the Fraud and Corruption Control Framework and the University's Integrity program. This includes acting with integrity in undertaking duties and implementing processes to effectively prevent, detect, and respond to fraud and corruption within the University.
- Maintain compliance with relevant legislation and University policies and procedures, including equity and health and safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect fairness, ethics and professionalism.

4.0 Key Capabilities

Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Self section of our [Capability Development Framework](#).