

POSITION DESCRIPTION



Clinical Trials Finance Officer



POSITION DETAILS

Position Title	Clinical Trials Finance Officer
Classification	HEW Level 7
Position Number	7016533
School/Office	Clinical Trials Unit, Faculty of Health
Division	Provost

POSITION PURPOSE

The Clinical Trials Finance Officer provides specialist financial administration and support across clinical trials within the Faculty and associated health partners.

The role is responsible for supporting financial compliance, monitoring trial finances and delivering timely, accurate and high-quality financial reporting. The position maintains a strong focus on accounts payable and receivable activities, financial reconciliation, forecasting and funding management, while ensuring compliance with University financial policies and procedures.

KEY ACCOUNTABILITIES

1. **Monitor clinical trial budgets, expenditure and financial milestones** to support effective financial management and reporting across a portfolio of clinical research projects.
2. **Conduct financial feasibility assessments for new and proposed clinical trials** to support planning, funding and resource allocation decisions.
3. **Prepare financial reports, reconciliations and analysis** for internal and external stakeholders, ensuring accuracy and compliance with funding requirements.
4. **Support clinical trial forecasting, planning and funding management activities** by monitoring financial performance and identifying variances or emerging issues.
5. **Provide specialist financial advice and support to clinical trial staff and researchers** on financial processes, reporting requirements and compliance obligations.
6. **Coordinate accounts payable and accounts receivable activities** including invoice processing, payment tracking, reconciliations and quality assurance, liaising closely with University finance and procurement teams.
7. **Liaise with sponsors, funding bodies and external partners regarding clinical trial financial matters** to ensure accurate reporting, timely payments and effective stakeholder

communication.

8. **Contribute to the development and continuous improvement of financial procedures, systems and reporting practices** to support efficient and compliant clinical trial operations.

QUALIFICATIONS, EXPERIENCE AND SKILLS

1. **Relevant degree qualification in accounting, finance, business or a related discipline**, or an equivalent combination of qualifications and relevant experience.
2. **Demonstrated experience in financial administration, budgeting and reporting**, preferably within a clinical trials, research, health or higher education environment.
3. **Knowledge of financial management principles, funding agreements and compliance requirements** relevant to research or clinical trial activities.
4. **Strong analytical and problem-solving skills**, including the ability to interpret policies, analyse financial information and apply sound judgement.
5. **High proficiency in financial systems, Microsoft Excel and financial reporting tools**, with the ability to manage large volumes of financial data accurately.
6. **Strong organisational, communication and stakeholder engagement skills**, with the ability to manage competing priorities and meet deadlines.

KEY RELATIONSHIPS

- **This position reports to:** Clinical Trials Manager
- **This position supervises:** Nil
- **Key internal relationships:**
 - Faculty Executive
 - Associate Dean, Research and Innovation
 - Clinical Schools
 - Heads of Clinical Trials
 - Trial Investigators
 - Research Division
 - Central Finance Division
 - Procurement and Accounts Payable Teams
- **Key external relationships:**
 - Local Health Districts
 - Funding Bodies
 - Sponsors
 - Health Partners
 - Other organisations as required

CHALLENGES

- Managing complex financial requirements across multiple clinical research projects with varying funding arrangements and reporting requirements.
- Ensuring timely, accurate and compliant financial reporting while balancing competing priorities and deadlines.
- Maintaining compliance with evolving funding conditions, financial regulations, University policies and clinical trial requirements.
- Providing financial guidance and support to stakeholders with varying levels of financial literacy and experience.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: People and Culture Partner (Faculty of Health)

Date: 4 August 2026