JOB TITLE: OPERATIONS AND FINANCE MANAGER

JOB TYPE: Up to full time

LOCATION: Australian Clinical Trials Alliance (ACTA), 553 St Kilda Road Melbourne. It is expected that the occupant of this position will be required to work on site with potential for some travel (e.g. to Board meetings held outside Melbourne).

SUPERVISOR/MANAGER: CEO

CONTEXT: The Australian Clinical Trials Alliance (ACTA) is a not-for-profit company limited by guarantee, established to promote effective and cost-effective healthcare in Australia through supporting investigator-initiated clinical trials networks and clinical quality registries that generate evidence to support decisions made by health practitioners, policy-makers, and consumers.

ACTA has recently been funded by the Australian Medical Research Futures Fund and is now recruiting its foundation staff complement of ~8 staff. Initial funding is for 12 months commencing September 2017, with a possibility of extension (funds and performance permitting).

POSITION DESCRIPTION:
This is a senior role in ACTA and the appointee will be a member of the office’s Management Team and will provide financial and operational support for delivery of the Activity Plan as approved by the Department of Health, as well as day to day central and member support functions.

The Operations Manager will also have day to day responsibility for operations of ACTA including but not limited to

- Accounts receivable, accounts payable, finance and cash flow, including liaison with the bookkeeper and auditor as and maintenance of all records required to enable ACTA to properly acquit its government grant
- Contract management of external suppliers
- Program budgeting including alignment of expenses with the budget approved by the Board and Department of Health including all financial compliance activities required under the Constitution and government legislation
- Liaison with Monash University and the Alfred Hospital on matters relating to provision of office space and recruitment, respectively
- Worker health and safety
- Governance issues including reporting and operational support for the Annual General Meeting, Board and Advisory Council appointments
- Internal Policy development and implementation (including policies required for compliance with the Department of Health grant) and delivery of the annual policy review plan
- Liaison with members of ACTA in relation to financial issues e.g. annual levies
- Preparation of any reports directed by the CEO or Board including financial and HR reports to the Board, reports required for audit and financial acquittals to the Department of Health
- As required, liaise with legal advisers on legal issues relating to HR, finance and compliance
Any other matters relating to day to day operations as required from time to time, as directed by the CEO

The Operations Manager will also provide secretarial support to the Board’s Finance and Audit committee and Nominations committee, and similar functions.

**Staff:** This position may have access to support from a part time administrative officer, depending on resources available.

**Term:** The position will run until 30 September 2018, with potential extension should ACTA secure ongoing funding by that date.

**Salary:** Salary will be offered commensurate with skills and experience at approximately VPS 5 + superannuation.¹

**SKILLS & EXPERIENCE**

**Qualifications:**
Qualifications in business management, operations or accounting are preferred

Membership of a relevant professional association is desirable

**Experience:**
Demonstrated experience (min 5 years preferred) in operational management of a busy small office, preferably with a background in industry associations or similar

Demonstrated experience in servicing Board and management committees

Demonstrated experience in meeting deadlines and delivering outcomes

Excellent knowledge of compliance requirements in financial and human resource management and ability to develop and maintain policies to deliver compliance

Previous demonstrated experience in maintaining the systems required for acquitting government grants is desirable

**Skills:**

1. Excellent computer skills including in Xero, Excel, Word and Insightly Customer Management package, or ability to develop these quickly
2. Excellent written and verbal communication skills, in particular working with Board committees and Board members
3. Demonstrated ability to work as part of a small team, good people management skills and collaborative approach to meeting goals
4. Ability to work productively with ACTA members and stakeholders

**PERFORMANCE GOALS:**
Deal with ACTA members, staff and stakeholders professionally at all times

Meet all deadlines set by the CEO, the Board and the obligations of ACTA under its grant agreement

¹ [https://cpsuvic.org/member/vps-wage-rates.php](https://cpsuvic.org/member/vps-wage-rates.php)
and approved Activity Plan

INQUIRIES: Please direct inquiries regarding this position to: Dr Lyndal Thorburn, Interim CEO, ph 0418 972 438 or email lyndal.thorburn@clinicaltrialsalliance.org.au

ACTA is an equal opportunity employer

Applications close cob 19 September 2017 –

please submit applications to info@clinicaltrialsalliance.org.au