

# Cancer Trials Australia

## Position Description



### Position Details

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<b>Position Title:</b>	<b>Accounts Receivable Officer</b>
<b>Manager:</b>	Management Accountant
<b>Direct Reports:</b>	Nil
<b>Location:</b>	Victorian Comprehensive Cancer Centre (VCCC) Building, 305 Grattan Street, Parkville and working from home office
<b>Key internal working relationships:</b>	<ul style="list-style-type: none"><li>• Finance Team</li><li>• Information Systems Team</li><li>• Clinical Trials Budget and Contracts Team</li></ul>
<b>Key external working relationships:</b>	<ul style="list-style-type: none"><li>• Clinical Trials Sponsors</li><li>• Hospital staff e.g., Medical Nursing and Finance staff</li></ul>

### Position Purpose

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The purpose of this role is to invoice and reconcile clinical trial activities according to contracted terms on behalf of CTA Member sites along with other general accounting duties.

### Key Responsibilities

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#### 1. Sales Invoicing

Using current systems, review clinical trial contracts against information entered in the Clinical Trial Management System database on a regular basis to ascertain and reconcile revenue streams and prepare sales invoicing.

#### 2. Debtor Management

All overdue accounts will be followed up on a regular basis, the task is documented, and the overdue account is escalated to Finance Manager where required.

#### 3. General Accounting Services

Monthly tasks which may include accounts receivable, accounts payable, general ledger journal entries, preparation of BAS, and bank reconciliations.

### Knowledge, skills, and experience

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#### Qualifications:

The desirable educational, technical, or professional qualifications required to competently perform this role include:

- Working toward completion of a Book-keeping Certificate / Diploma in Accounting or Bachelor of Accounting.

#### Experience:

- A minimum of 2 years' accounts receivable or similar experience within a high-volume accounts' environment.

- Advanced Excel skills are essential including the ability to filter and manipulate large volumes of data in a spreadsheet whilst maintain quality control.
- Previous experience working in a Medical or Clinical Research organisation, would be very highly regarded.

**Skills and Knowledge:**

- Ability to develop and maintain professional relationships with team members and external stakeholders.
- Ability to correctly use accounting software to process accounts and transactions.
- High level of attention to detail.
- Competent computer literacy skills, including the proficient use of Microsoft Office applications such as Excel, Word, Outlook and Teams.
- Ability to communicate professionally, orally and written.
- High level of organisation skills and time management to meet deadlines.
- Ability to review and understand contract clauses in line with development of role.

**Our Values**

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Shared Purpose



Integrity



Collaboration



Adaptability



Compassion

**Acknowledgment**

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Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_