

Position Description

Position Title: Finance Coordinator

Classification:	Finance Coordinator- HS3
Business unit/department:	Neurosciences-Medical and Cancer Services Division
Work location:	Austin Hospital <input checked="" type="checkbox"/> Heidelberg Repatriation Hospital <input type="checkbox"/> Royal Talbot Rehabilitation Centre <input type="checkbox"/> Other <input type="checkbox"/> (please specify)
Agreement:	Victorian Public Health Sector (Health and Allied Services, Managers and Administrative Officers) (Single Interest Employers) Enterprise Agreement 2021-2025 Choose an item. Choose an item.
Employment type:	Fixed-Term Part-Time
Hours per week:	30.4 (0.8 EFT)
Reports to:	Epilepsy Clinical Trials Manager
Direct reports:	n/a
Budget:	n/a
Date:	February 2026

Position purpose

The Finance Coordinator will review and administer Clinical Trial Finance Agreements and Study Budgets, and oversee all financial processes for the department. This position will work closely with the Epilepsy Clinical Trials Manager and the Contract and Submission Specialist. Additionally, the employee will be responsible for financial tracking, projecting, reviewing and reporting on revenue and expenses.

The position requires close liaison with members of the Epilepsy Clinical Trials team, in particular the Manager, the Principal Investigators, Study Coordinators, the Administrative Assistant and on occasion with associated medical staff. The role also requires effective and continuous liaison with Austin Finance, sponsors of clinical research, Clinical Research Organisations (CROs), members of the Discovery and Innovation Unit and other inter-hospital departments in order to facilitate a streamlined and efficient process for all financial aspects of the clinical trials team.

The Finance Coordinator will also mentor and supervise the Administrative Assistant, who will perform financial tracking and invoicing under their supervision and guidance.

About the Directorate/Division/Department

The Medical & Cancer Services Division, part of the Chief Operating Directorate, comprises the following departments:

- Clinical Pharmacology
- Nephrology
- General Medicine
- Paediatrics
- Dermatology
- Oncology
- Haematology
- Palliative Care
- Genetic Services
- Neurosciences
- Endocrinology
- Rheumatology
- Infectious Diseases and Infection Prevention & Control
- Respiratory and Sleep Medicine
- Radiation Oncology
- Day Oncology & Apheresis
- Cancer Clinical Trials
- Wellness & Supportive Care
- Victorian Spinal Cord Service

The Department of Neurosciences is the largest Neurology unit in Victoria. It has established an international reputation in stroke and epilepsy.

Austin Health's Epilepsy Program through the Epilepsy Research Centre is part of the Neuroscience Department within the Medical & Cancer Services Division. The Epilepsy Research Centre is located at the Florey Neuroscience Institute and is one of the premier centres of epilepsy, stroke, multiple sclerosis (MS) & peripheral nerve investigation in Australia. The Epilepsy Research Centre is a world-renowned leader in the field of epilepsy research and treatment.

The Clinical Trials section of the Epilepsy program exists for people with epilepsy as a resource to allow access to experimental treatments for those whose regular treatments have proved unsuccessful, and for health professionals working with patients who have epilepsy. Epilepsy Clinical Trials allows Neurologists in the epilepsy program to learn about new treatments for their patients at Austin Health at a very early phase and to contribute to the development and use of new treatments. This includes unique treatments initiated by the staff of the unit. Epilepsy Clinical Trials provides new treatments and assessments for hundreds of patients and is actively involved in international and local epilepsy research

Position responsibilities

- In conjunction with the Clinical Trials Manager, Principal Investigator and Submission Specialist review, and administer Clinical Trial Agreements and Study/team budgets
- Implement, monitor and administer systems relevant for the financial management of the trials team
- Responsible for the maintenance and filing of study's financial administrative files and shared drives
- Participate in continuous improvement projects for processes, tools, systems and organizing work related activities
- Maintain up to date study center information (including all contact details, contracts and reports)
- Maintain journals of transactions for each clinical trial, creating invoice requests for clinical trial accounts, creating patient payment requests from SPF funds via Austin Finance, claiming patient reimbursements from pharmaceuticals conducting the trials, liaising with Clinical Research Organisations regarding payments, liaising with Austin Finance department with queries etc.
- Assist with the collection, review and tracking of regulatory documents
- Prioritise work to achieve strict deadlines
- Mentor and oversee Administrative Assistant in Finance support role such as creating and updating



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database for patient visits for invoicing,

Selection criteria

Essential skills and experience:

- A commitment to Austin Health values: Integrity, Accountability, Respect and Excellence.
- Demonstrated team working skills as well as ability to work using own initiative
- Demonstrated attention to detail, rigor and accuracy
- Proficient in keyboarding and computer skills, including the use of Microsoft Word and extensive knowledge of Excel
- Prior experience or qualification in financial field; including tracking, reporting, budgeting and invoicing
- Ability to develop and maintain good working relationship with internal (clinical trials staff, hospital departments, Sponsors and CROs) and external stakeholders
- Excellent time management and organisational skills
- Willingness and ability to show initiative and accountability
- Experienced in working to tight deadlines
- Extensive experience in budget tracking and managing accounts receivable and accounts payable.
- Set-up and maintain accurate records for all financial processes.
- Responsible for budget predictions and estimates to Head of Unit for yearly budget decisions for the department.
- Demonstrated ability to use MAGIQ system or a similar financial system.
- Knowledge and understanding of the Clinical Trial Archiving processes and legal requirements.
- Knowledge of Initial Submissions and Amendment submissions process of documents to ethics in support of a clinical trial.
- Assisting team Submissions Specialist in negotiating budgets for clinical trials.
- Demonstrated ability to work on own initiative and implement new and more efficient systems.
- Ability to communicate excellently in written and verbal form
- Ability to problem solve in a variety of complex situations
- Ability to assist and support the implementation of quality and change management initiatives and projects.
- Assist the Submissions Specialist in preparing/negotiating financial agreements and contracts.
- An understanding of information technology including clinical systems, applications relevant to finance management
- Ability to liaise with senior staff to obtain and present financial information of the unit to senior management
- Compile Financial reports, Study Specific Reports, budget estimate reports

Desirable but not essential:

- Prior experience with MAGIQ or similar financial reporting system
- Prior experience with Clinical Trials or similar environment

Professional qualifications and registration requirements



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Finance Degree or similar.

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.

General information

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or



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Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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