



POSITION DESCRIPTION

Position Title	Finance Officer
Employment Status	Part Time Fixed Term (21 hours p/week)
SCHCADS Award	SCHCADS Award Level 5
Reporting to	Finance Manager
Directly Supervising	Nil
Work Area	Head Office Campsie
Office location	Head Office Campsie
Date Prepared/Updated	25 August 2017

Position Purpose

The Finance Officer's primary responsibility is to work closely with the Finance Manager to efficiently complete all financial processes to ensure that financial and statutory obligations are met. The Finance Officer is also responsible for the preparation of reports and annual audit requirements.

Conditions

Employment for this position is subject to a Working with Children and Police Check.

Core Requirements

KEY RESPONSIBILITY AREAS	ROLE REQUIREMENTS	KEY PERFORMANCE MEASURES	WEIGHTING
<i>Vision, Mission, Values</i>	<ul style="list-style-type: none"> • Working knowledge of the Metro Assist’s Vision, Mission, Values, client requirements and the community context. • General knowledge of administrative functions within the organisation, services and referral agencies/partner organisation. 	<ul style="list-style-type: none"> • Understands and articulates significance of Centre’s Vision and Mission and follow organisational values in day to day work. • Make effective contact across the sites for program information collection and dissemination • Feedback from client surveys and stakeholders is positive. 	N/A
<i>Leadership / Teamwork</i>	<ul style="list-style-type: none"> • Able to work with minimal supervision and escalates issues as appropriate. • Works collaboratively with team members and Identifies areas of change for team improvements. • Shows by example a high level of motivation and sustained discipline to provide effective customer service to clients. • Provides guidance to volunteers/students on work placement. • Participates in providing solutions to problems associated with specific areas of responsibility. 	<ul style="list-style-type: none"> • Adheres to timeframe and makes timely responses to team issues. • Feedback from team members and manager. • Demonstrates initiative and participates in team problem-solving. • Attendance and contribution to team meetings and other regular meetings of relevance. 	N/A

KEY RESPONSIBILITY AREAS	ROLE REQUIREMENTS	KEY PERFORMANCE MEASURES	WEIGHTING
<i>Interpersonal Skills / Communication</i>	<ul style="list-style-type: none"> • Deals regularly with correspondence or enquiries from clients, suppliers or external organisations. • Able to resolve conflict with assistance. • Uses positive engaging techniques while dealing with clients and staff. • Has effective listening skills and seeks, provides and/or shares information in an appropriate and respectful manner. 	<ul style="list-style-type: none"> • Communicates effectively and in a timely manner with clients, stakeholders, and respects confidentiality. • Is aware of organisational protocols relating to conflict resolution and follow when required. • Is able to show empathy and use assertive and listening skills while dealing with clients and staff. • Feedback from internal and external stakeholders. 	N/A
<i>Continuous Improvement / Quality</i>	<ul style="list-style-type: none"> • Suggests changes to improve quality in own work area and makes agreed changes. • Identifies opportunities for improvement and suggests amendments to documentation/processes. 	<ul style="list-style-type: none"> • Identifies and recommends changes to procedures, protocols and work systems. • Contributes to discussions around administrative/accounting practices and trends. • Attends training and workshops and keep work knowledge up to date. • Takes personal responsibility for contributing to workplace problem solving and continuous improvement. 	N/A
<i>Practices / Safety / Standards</i>	<ul style="list-style-type: none"> • Adheres to Metro Assist Policies and procedures, service delivery standards, staff code of conduct, and all relevant government legislation (eg, WH&S) and relevant standards. • Adopts a professional approach to practice including: Financial and general accountability. 	<ul style="list-style-type: none"> • Is conversant with Centre's policies and procedures, codes of conduct and relevant legislation and safe work practices and applies the policies effectively in own practice. • Feedback from clients and stakeholders. 	N/A

Functional Requirements

KEY RESPONSIBILITY AREAS	ROLE REQUIREMENTS	KEY PERFORMANCE MEASURES	
Statutory Requirements & Payroll	<ul style="list-style-type: none"> • Processing of end to end payroll. • Preparation of Business Activity Statements for ATO. • Preparation and lodgement of Instalment Activity Statements for ATO. • Calculation and payment of wages for staff, and maintenance of accurate leave records for all staff. • Monthly calculation and payment of superannuation. • Preparation of payroll tax payments. • Preparation of workers compensation wage declarations. • Process year-end reconciliation of wages and preparation/issue of PAYG summaries for all staff. • Maintain current knowledge of all relevant legislative provisions, and awareness of changes in SCHADS Award. 	<ul style="list-style-type: none"> • All statutory obligations are met and processed accurately. • Employees are accurately provided with payslips in a timely manner. • Ensure correct authorisations for all payroll, time sheets and leave forms. • Maintenance of accurate leave provisions and pay rates for all employees. • Accurate completion of all wage increases. • Respond to internal enquiries in a prompt, courteous and professional manner. • Confidentiality is maintained at all times and all confidential records are securely stored. 	20%

KEY RESPONSIBILITY AREAS	ROLE REQUIREMENTS	KEY PERFORMANCE MEASURES	
<i>Accounts Receivable and Payable</i>	<ul style="list-style-type: none"> • Processing accounts receivable invoices and manage receipting/data entry of all payments received. • Processing accounts payable invoices and payments. • Loading payments for processing. • Reconciliation of supplier invoices and statements (NILS and credit cards). • Preparation of quarterly contract invoicing and reconciliation. • Process NILS supplier invoices and draw manual cheques/EFT payments. • Process credit card transactions. • Follow up outstanding invoices. 	<ul style="list-style-type: none"> • Ensure correct authorisations for all payments. • All invoices are accurately entered in a timely manner. • Accounts receivable assistance is accurate. 	20%

KEY RESPONSIBILITY AREAS	ROLE REQUIREMENTS	KEY PERFORMANCE MEASURES	
<i>Budgets, Project Funding , Reporting & Reconciliations</i>	<ul style="list-style-type: none"> • Preparation of monthly financial statements and reports. • Preparation of final month end, quarterly and year end reports. • Process month end adjustments. • Provide support to the Finance Manager for monthly Board reports. • Prepare working papers and documentation required for annual audit. • Maintenance of Asset Register. • Calculation of year-end adjustments and finalisation of financial records in readiness for audit. • Preparation and maintenance of annual budgets in conjunction with the Finance Manager. • Prepare general ledger reconciliations. • Process journals for the calculation of accruals and prepayments. • Monthly reconciliation of all bank accounts and credit cards. 	<ul style="list-style-type: none"> • Accurate reports completed in a timely manner. • Efficient completion of annual audit. • Maintain overall awareness of financial requirements under contracts entered into by the organisation and other funding sources. • Correct accounting treatment of all grant funding to ensure accurate reconciliations. • Close off and rollover MYOB upon audit completion. 	50%

KEY RESPONSIBILITY AREAS	ROLE REQUIREMENTS	KEY PERFORMANCE MEASURES	
Administration	<ul style="list-style-type: none"> • Prepare banking (cheques/cash). • Process adhoc billing. • Filing all paperwork. • Process petty cash and staff travel expenses reimbursements. • Respond to internal and external enquiries (phone and email) in a prompt, courteous and professional manner. • Prepare supporting documentation for grant acquittals. • Datafile backed up daily. 	<ul style="list-style-type: none"> • All tasks completed with high level of accuracy. • Maintain a high standard of customer service and seek to consistently deliver positive customer experiences. 	10%
Special tasks/Support function	<ul style="list-style-type: none"> • As and when required by the supervisor/Manager work on specific project/event related to the core functions. 	<ul style="list-style-type: none"> • Satisfactory completion of tasks/role within defined Scope, specification, time frames and budget. 	N/A

Acknowledgement

I acknowledge the following:

- I have read and discussed this position description with my manager; and
- I understand the position objectives, key tasks, responsibilities and performance standards.

Employee Name: _____

Employee Signature: _____

Date: _____