

POSITION DESCRIPTION

| | | | |
|---|--|---------------------------|---------------|
| Position title: | Finance Officer | | |
| Program/Team: | Corporate Services | | |
| Employment type & hours: | Permanent part time – 45.6 hrs/fortnight | | |
| Award conditions: | Social, Community, Home Care & Disability Services Award 2010 | Remuneration: | TPEO Level 4 |
| Working from: | Fortitude Valley | | |
| Reporting relationships: | Reports to the Finance Manager | | |
| Qualifying period: | 6 months | Last review of PD: | December 2017 |
| Primary purpose of position: | This position is responsible for undertaking a range of financial tasks to support the Finance Manager and Corporate Services Director in the financial management of the organisation. | | |
| SELECTION CRITERIA - Applicants shall be assessed against these selection criteria. Applicants need to provide written responses to the selection criteria below of up to four pages in total. | | | |
| SELECTION CRITERIA | <ol style="list-style-type: none"> 1. Understanding of and commitment to BYS vision, objectives and practice framework. 2. Knowledge of financial administration functions and the ability to execute tasks accurately 3. Strong communication skills and the ability to communicate with a wide range of stakeholders, including non-financial managers. 4. Demonstrated strong planning, prioritising and organisational skills. 5. Demonstrated ability to produce and analyse financial data and provide reports to management. | | |
| Qualifications, Checks and References (Mandatory) | <ul style="list-style-type: none"> • A tertiary qualification in Accountancy or Financial Management • Current Queensland driver's licence. • Working with Children Suitability Positive Notice (Blue Card). • Three relevant referees, including current or most recent manager. | | |
| Experience: | <ul style="list-style-type: none"> • At least 3 years' experience working in accounting and finance roles • Experience in working in MYOB and Microsoft excel • Experience in working in payroll systems • An understanding of the conditions within the SCHADS Award is desirable • Experience in working in the not-for-profit sector is preferable | | |
| Attributes: | <ul style="list-style-type: none"> • Attention to detail, a mathematical mind, and high accuracy with financial data • Personal drive and integrity. • Consultative and collaborative working attitude. • High level organisational skills • Flexible, inclusive, respectful, ethical, accountable. • Commitment to a learning culture and ongoing professional development. | | |

KEY RESULT AREAS - Role and responsibilities

| | |
|-------------------------------------|---|
| Financial support | <ul style="list-style-type: none"> • Assist with payroll administration, including superannuation and tax • Assist with Business Activity Statement, reporting and payment • Provide support to the Financial Controller and the Corporate Services Director • Support the Financial Controller to prepare, monitor and review budget reports |
| Financial and accounting operations | <ul style="list-style-type: none"> • Handling petty cash • Data entry for daily transactions • Undertake accounts reconciliation in compliance with Australian Accounting and Auditing Standards • Assist with processing fortnightly payroll in accordance with IR regulations and Award conditions • Undertake ad hoc financial reporting and analysis • Generate Tax Invoices for regular and ad hoc charges and monitor payments received • Assist the Financial Controller and Corporate Services Director to comply with industrial relations award conditions, relevant taxation requirements • Liaise with employees and managers in relation to budget and financial matters • Liaise with external suppliers and customers |
| People and Culture | <ul style="list-style-type: none"> • Provide support to colleagues including to new staff and students. • Contribute to a positive team culture aligned with the organisation’s vision, philosophy, policies and procedures. • Participate in regular supervision meetings, team meetings and performance reviews. • Participate in professional development and training identified through work plans or as required • Contribute to organisational planning and reviews |
| Administration | <ul style="list-style-type: none"> • Undertake administrative tasks relating to the role and / or the team. • Prepare reports as required. • Ensure administrative functions are conducted in accordance with relevant policies and procedures. • Undertake any other tasks as required. |

This Position Description forms part of the performance management framework for the Finance Administrator position. As the successful applicant you are required to sign and date this Position Description to demonstrate your commitment to fulfil this role in accordance with the key result areas outlined above.

| | | | | | |
|-----------------------|--|-------------------|--|--------------|--|
| Employee Name: | | Signature: | | Date: | |
| Managers Name: | | Signature: | | Date: | |