

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:	Level 4 + Superannuation and Salary Packaging Benefits
Working from:	Fortitude Valley		
Reporting relationships:	Reports to the Finance Manager		
Qualifying period:	6 months		
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 and values. 2. Sound knowledge of Australian and International Accounting Standards and Auditing Standards, tax & company legislations 3. Demonstrated knowledge of bookkeeping procedures and experience in financial administration including payroll, accounts receivable and payable, petty cash, etc. 4. Excellent attention to detail with demonstrated ability to maintain accurate records and produce financial data and management reports. 5. Demonstrated experience in using accounting software and advanced knowledge of MS Excel. 6. Positive, can-do attitude who works well in a team environment with the ability to communicate with a wide range of stakeholders, including non-financial managers. 7. Sound organisational skills including practical examples that you used, with the ability to plan, prioritise, problem solve and meet deadlines. 		
Qualifications, Checks and References (Mandatory)	<ul style="list-style-type: none"> • A relevant qualification in Accounting or Finance Services. • Current Queensland driver's licence. • Working with Children Suitability Positive Notice (Blue Card). • Immunisation evidence of; or willingness to obtain Measles, Mumps, Rubella; Varicella (Chicken Pox); Pertussis (Whooping Cough); and COVID-19 required vaccinations and boosters. Health team workers will also require Hepatitis B immunisation evidence. 		
Experience:	<ul style="list-style-type: none"> • At least two years' experience working in accounting / finance roles, ideally with experience in Accounts Payable and processing credit card reconciliations. • Experience in working in the not-for-profit sector is preferable 		
Attributes:	<ul style="list-style-type: none"> • Excellent attention to detail and high level of accuracy is essential. • Personal drive and integrity. 		

	<ul style="list-style-type: none"> • Positive and collaborative working attitude and willingness to contribute to the team culture. • Commitment to ongoing learning and professional development.
KEY RESULT AREAS - Role and responsibilities	
Financial and accounting operations	<ul style="list-style-type: none"> • Effectively process payroll and associated administration, including Salary packaging, superannuation and tax. • Assist with preparation and lodgement of Business Activity Statements. • Proactively provide support the Finance Manager to prepare, monitor and review budget reports. • Undertake large volume of data entry for daily transactions with high accuracy in a timely manner. • Undertake accounts reconciliation in compliance with Australian Accounting and Auditing Standards. • Effectively process and handle the functions of Accounts receivable, Accounts payable, petty cash and credit card reconciliations. • Proactively provide support the Finance Manager and Corporate Services Director to comply with industrial relations award conditions, taxation requirements and other relevant legislation. • Liaise with employees and managers in relation to budget and financial matters in accordance with BYS policies and procedure. • Liaise with external suppliers and customers as required. • Undertake any other tasks as required.
People and Culture	<ul style="list-style-type: none"> • Contribute to a culture of respect, optimism, accountability, resilience in line with the organisation's values. • Participate in regular supervision meetings, team meetings and performance reviews. • Identify and participate in training and professional development opportunities.
Administration	<ul style="list-style-type: none"> • Undertake administrative tasks relating to the role. • Ensure finance functions are conducted in accordance with relevant policies and procedures. • Prepare reports as required.

This Position Description forms part of the performance management framework for the Finance Officer 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:	