

IMPACT Community Services Position Description



JOB CODE: 02.002.20
JOB TITLE: Finance Officer – Accounts Receivable
PROGRAM/SECTION: Finance
REPORTS TO: Finance Team Leader
AWARD: Labour Market Assistance Industry Award 2020
CLASSIFICATION: Administrative Officer
PROBATIONARY PERIOD: 6 months (monthly reviews undertaken during this period)

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Impact Commitment Statement

Our staff will actively contribute to the organisation’s vision, mission, values, policies and procedures. In return, our staff will enjoy making a difference in the community, working within a supportive team, with a strong commitment to learning and development; and appreciate significant employment benefits.

- What is our vision?** Improving lives

- What is our mission?** Building a caring and inclusive community through opportunities which empower people, increase individual choice, improve resilience and increase social and economic participation

- What are our values?** What do we expect from our staff and what do our clients expect from us?
 - Build trust in relationships** – Cultivate habits that build positive interactions and experiences with others
 - Empower others** – Walk beside someone as they increase their autonomy, self-determination and decision-making capacity
 - Be compassionate** – Strive to show kindness and a willingness to support others both in our organisation and in the communities in which we live
 - Celebrate uniqueness** – Create a place that is built on dignity and respect and where everyone is welcome
 - Work together** – Leverage collective genius to find new ways to think big, experiment and solve shared problems
 - Create positive impact** – Use our commitment and drive to energise, engage and inspire others to achieve our shared vision
 - Strive for excellence** – Pursue continuous growth, high performance and improvement



OVERVIEW:

Under the supervision of the Finance Team Leader, the Finance Officer is responsible for the accurate and timely processing of financial data pertaining to the organisation's operations. This includes the processing of receipts, ledger reconciliations and assisting in various facets of payroll, finance and administrative functions.

The Finance Officer will monitor cash management, including mid-term and long-term cash flow, and support the Finance Manager, Finance Team Leader and Accountants with financial functions as required.

These services will be provided in an effective and efficient manner ensuring that processes are accurate and up to date.

MAIN DUTIES/RESPONSIBILITIES:

- Accounts Receivable (Non-Enterprises)
 - Invoicing
 - Receipting payments
 - Issuing statements
 - Debtor management
- Review and perform initial authority of accounts payable payment runs
- Monitor cash balances and provide short term and long-term cash flows
- Maintain knowledge of financial market, financial instruments and debt applicable to the organization
- Process prepayments and expense accruals
- Prepare financial statements, including profit and loss accounts, budgets, variance analysis as well as end of year processing and adjustments
- Prepare end of month balance sheet analysis and reconciliations
- Preparation of monthly Board Reporting package
- Preparation of quarterly BAS return
- Assist in the processing of end of month and end of year tasks
- Updates job knowledge by participating in educational opportunities
- Assist, when required, in the delivery of payroll services
- Assist, when required, in the delivery of other Finance services
- Maintain accurate records
- Data entry and file management
- Protect organisation's value by keeping information confidential
- Provide administrative support to Finance Team Leader, Accountants and Finance Manager
- Take reasonable care for personal health and safety in the workplace and that of others
- Promote the Vision, Mission and Values of the Organisation
- Other duties as required, taking into consideration the experience and qualifications of the staff member and the level of the position, and including assisting with activities which are beneficial to the wider organisation. Where Higher Duties apply the relevant Award will be followed



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CORE COMPETENCIES (QUALIFICATIONS, SKILLS AND EXPERIENCE)

Essential

- Relevant experience in finance
- Sound knowledge of finance processes and procedures
- Attention to detail & thoroughness
- Ability to work in a team environment
- Proficient data entry skills
- General math skills
- Highly developed computer skills with proficiency in Microsoft Office Excel
- Experience with financial software
- Excellent written and verbal communication skills

Desirable

- Business qualifications of a technical nature
- Previous experience in a similar role

LICENSING AND ADMINISTRATIVE REQUIREMENTS

Please note that employment is subject to obtaining/holding all requirements listed below and that failure to comply may lead to termination of employment. These requirements must be maintained throughout the employment period.

- Queensland Driver's Licence / C Class
- This is an NDIS Risk Assessed Role and therefore this position must obtain and hold a Possession of, or willingness to obtain, Prescribed Notice (Yellow Card) or NDIS Card and Working with Children (Blue Card). There may be a requirement to also obtain a National Police Check (AFP).

Acknowledgement

I have received, reviewed and fully understand the position description for Finance Officer – Accounts Receivable. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

PRINTED NAME

SIGNATURE

DATE

