

Position Description

Role title:	Finance Officer
Employment status:	Full-time
Reports to:	Senior Finance Officer
Location:	Geebung
Award classification:	Social, Community, Home Care and Disability Services Industry Award 2010 - Level 5

Purpose of role

The Finance Officer is responsible for ensuring the accurate processing of accounts payable and accounts receivable, maintaining creditor and debtor files, reconciling accounts, and supporting the Senior Finance Officer with month and year-end processing.

The Finance Officer reports to and works closely with the Senior Finance Officer and must also establish and maintain collaborative and productive working relationships with ADA Australia staff, including the Chief Executive Officer (CEO), the Executive Management Team (EMT) and the Manager, Business Support Services.

The Finance Officer is responsible for ensuring their services are consistent with the purpose, vision, and values of ADA Australia; complies with relevant legislation, regulation, quality standards; and reflect contemporary financial management practices. ADA Australia seeks to maintain high standards in relation to governance, financial management, continuous quality improvement, ethics and integrity.

Key duties of position

- Manage banking; credit and debit card reconciliations; general accounting for GST, FBT and BAS reporting; and any other statutory or regulatory financial returns as required.
- Prepare weekly payment runs while adhering to ADA Australia policies and payment terms.
- Assist with month and year-end closing activities, providing necessary documentation and reports.
- Under the direction of the Senior Finance Officer, establish and maintain financial management systems, policies, practices and delegations that comply with accounting standards, legislative, regulatory and contractual requirements and reflect contemporary finance practices.
- Assist with the preparation of financial reporting for the Board, CEO, EMT and external funding bodies.
- Ensure that all financial transactions are recorded using contemporary accounting practices that comply with relevant legislative, regulatory and funding body requirements.
- In consultation with the Senior Finance Officer, establish and maintain systems for purchasing, corporate credit cards, reconciliation of bank accounts, accounts receivable and payable, invoicing and petty cash.
- Ensure efficient and accurate payroll and superannuation processing and work with the HR Officer to maintain accurate records for all leave and employee entitlements.
- Assist with budget preparation across multiple funding streams, including tenders or other initiatives.
- Provide training and support to ADA Australia staff to develop an understanding of financial management policies, procedures and practices.
- Keep up to date with contemporary financial management practice and associated compliance requirements.

- Ensure compliance with relevant statutory, regulatory and contractual requirements relating to financial management.
- Identify and implement continuous improvements for financial management systems, policies and procedures.
- Maintain up to date knowledge of workplace health and safety requirements and participate in, and contribute to, workplace health and safety activities to ensure a safe work environment.
- Any other duties as directed by the Senior Finance Officer or Manager, Business Support Services.

Key selection criteria

1. A tertiary qualification in finance, accounting or bookkeeping with a minimum of 3 years' experience in a similar role.
2. Strong understanding of accounting principles, processes, and best practices.
3. Demonstrated proficiency in using and/or adapting to ERP accounting systems; HRIS payroll systems; and MS Office applications.
4. Demonstrated experience in developing processes and procedures relating to financial management and providing training and support to staff.
5. Ability to set priorities and meet deadlines with a strong focus on accuracy and attention to detail.
6. Collaborative working style including the ability to establish and maintain productive and effective working relationships with internal and external stakeholders.
7. Excellent organisational and problem-solving skills, with a demonstrated ability to use judgment and manage multiple projects.
8. Ability to work both independently and as part of a team.

Essential requirements

- A valid Queensland Driver's licence.
- Current or willingness to obtain Covid 19, Influenza vaccination and any other vaccination requirements in line with current Public Health Directives and organisational policy. Proof of vaccination status will be required prior to commencement.
- Current (less than three (3) years old) pre-employment National Criminal History Certificate (ongoing renewal every 3 years at employee's expense).
- Valid NDIS Worker Screening Clearance (paid workers) at employee's expense.
- Valid Working with Children – Blue Card (paid workers) at employee's expense.