

Position Description

Position Title:	Finance Officer - Accounts Payable
Service Area:	Business Services
Classification:	<i>Social, Community, Home Care and Disability Services Industry Award 2010</i> Level 3
Location:	3 Powell Lane, Charters Towers, Qld, 4820.
Reporting To:	Finance Manager
Direct Reports:	Nil
Issue Date:	14 th September 2021

Position Context

Prospect Community Services Ltd. is a non-profit organisation managed by a Board of enthusiastic, community minded people. The organisation endeavours to identify, promote and develop the interests and needs of the Charters Towers community through the provision of a diverse range of programs and services.

The Finance Department works across all programs of Prospect Community Services Ltd. The Finance Team supports the business by managing income and expenditure of funds to enable Prospect to meet its goals and objectives; this support includes financial management, budgeting, and financial reporting and management practices.

Position Purpose

The Finance Officer - Accounts Payable will perform a range of accounting, financial, and payroll functions in accordance with legislative requirements and Prospect Community Services Ltd. policies and procedures. Working across all organisational service areas, the Finance Officer - Accounts Payable will assist in the delivery of the organisation's financial management functions, and the maintenance of financial administrative and compliance systems and records.

Position Responsibilities

The Finance Officer - Accounts Payable is responsible and accountable for:

1. Accounts Payable – processing invoices and issuing payments.
2. Maintain / Reconcile Accounts Payable transactions.
3. Complete Monthly Accounts Payable Checklist.
4. Entering data to assist with production of monthly financial and management reports.
5. Investigating and resolving any finance-related irregularities or enquiries.
6. Assisting with conduct of the Fortnightly Payroll function, including collecting, compiling, and entering payroll data using appropriate software.
7. Assisting with Accounts Receivable as required.
8. Participating in the conduct of Financial Audits and provide supporting documentation for Audits
9. Assisting with Bank Reconciliations as required.
10. Assisting in the maintenance of the Prospect Community Services Ltd. Asset Management System.
11. Operating the MYOB accounting package for Prospect Community Services Ltd., and ensuring the accuracy of all information contained therein (including account and cost centre codes, creditor terms, GST codes, creditor, debtor, and employee names and addresses)

12. Undertaking relief duties on reception as needed.
13. Developing, maintaining, and submitting accurate, clear, and informative internal and external reports in the required manner, form, and timeframe.
14. Ensuring Prospect Community Services Ltd.'s financial compliance with all legal and contractual obligations.
15. Taking reasonable care for their own health and safety and ensuring their acts or omissions do not adversely affect the health and safety of other persons.
16. Implementing Prospect Community Services Ltd.'s work health and safety risk management processes.
17. Complying with all related legislation, regulations, standards, codes, guidelines, and quality frameworks.
18. Adhering to Prospect Community Services Ltd. policies, procedures, and guidelines.
19. Performing designated tasks and duties as rostered, and undertaking such other reasonable tasks and duties as instructed by Prospect Community Services Ltd.

Key Performance Measures

- All finance-related Data Entry (e.g. MYOB, spread sheets) is undertaken and processed in an accurate and timely manner.
- Team player behaviour and cooperative work practices are promoted and demonstrated at all times.
- All Finance Department administrative systems are diligently implemented.
- Organisational systems, policies, procedures, and guidelines are consistently enacted and complied with to ensure quality work performance and service delivery, and maintenance of a safe and healthy work environment.

Organisational Relationships

Internal: Business Services colleagues; other Prospect Community Services Ltd. service areas and team members.

External: Creditors; debtors; financial institution personnel; government departments.

Key Selection Criteria

Qualifications and Experience

- Certificate IV in Accounting and/or Bookkeeping or equivalent industry qualification (desirable).
- Demonstrated experience (minimum 2 years) in accounts payable and general bookkeeping / accounting experience.

Skills and Attributes

- Proficiency in the use of accounting packages (MYOB desirable).
- Demonstrated experience in bookkeeping, accounts management and key facts of financial management (including payroll, creditors and debtors, and statutory compliance)
- Demonstrated Information Technology (IT) skills with proficiency in the use of Microsoft software applications (particularly Word and Excel [advanced level]).
- Knowledge of, or willingness and capacity to develop knowledge of, relevant legislation, regulations, industrial instruments, frameworks, and standards impacting the Finance function.
- Demonstrated ability to meet agreed schedules and timelines and deliver agreed outcomes.
- Demonstrated experience working in a multi-faceted organisation.
- Excellent verbal and written communication skills.
- Acute attention to detail.
- Demonstrated commitment to team cohesion, inclusion, quality customer/Participant outcomes, and community collaboration.
- Trustworthy and able to maintain high ethical standards and information confidentiality.
- Reliable, punctual, and able to work flexibly and with initiative, with limited supervision.
- Ability to perform all physical requirements of the position.
- Commitment to observing and implementing work health and safety (WHS) requirements.

Mandatory Requirements

- Current Queensland Driver Licence
- Possession of, or eligibility to obtain, a current, valid Blue Card Positive Notice (Working with Children check)
- Possession of, or eligibility to obtain, a current NDIS Worker Screening Prescribed Notice (Criminal History screening)
- Ability to pass drug and alcohol screening.

Performance Appraisal

This position is subject to:

- Probationary performance appraisals at or before the end of each of the incumbent's second, fourth, and fifth months of employment; and
- Annual performance appraisals on the anniversary of employment.

Note

It is not the intention of this Position Description to limit the scope, responsibilities, or accountabilities of the position but to highlight its key aspects. These aspects may be altered in accordance with the changing requirements of the role.

Certification

Employee

I hereby acknowledge that I have read, understood, and agree to comply with this Position Description. I accept all position requirements, including its responsibilities and key performance indicators which may be altered in accordance with the changing requirements of the role.

Name

Signature

Date

Direct Supervisor

I certify that this Position Description is an accurate representation of the current requirements of the role.

Name

Position

Signature

Date