



POSITION DESCRIPTION

POSITION TITLE:	Finance Officer
REPORTS TO:	Manager Finance & Administration
DIRECT REPORTS:	N/A
AWARD:	Social, Community, Home Care and Disability Services Award 2010
CLASSIFICATION:	Social, Community, Home Care and Disability Services Industry Award 2010 SACS Employee – Based on Experience

POSITION PURPOSE

The Finance Officer reports to the Manager Finance & Administration and is responsible for:

- The delivery of high level financial services and administrative supports that are in accordance with applicable Accounting Standards and MHA Care Policies and Procedures;
- Facilitating excellence in financial management through the maintenance of robust, accountable, accurate and timely financial transactions.

KEY ACCOUNTABILITIES & RESPONSIBILITIES

The following description of responsibilities is not exhaustive and may include others as directed from time to time:

Accountability 1: Financial Administration

Responsibilities:

- Perform bookkeeping duties including processing accounts payable, monthly journals and adjustments, end of month reporting and reconciliations;
- Operate and maintain the current accounting package, ensuring a good understanding of the capabilities of the package and the associated modules;
- Ensure that information in the current accounting package is accurate and up to date;
- Respond to staff requests for information regarding financial information in a proactive and timely manner;
- Ensuring that all bank accounts and credit cards are reconciled daily and completed fully on a monthly basis ensuring that all transactions are accounted for in a timely manner;
- Prepare and complete quarterly balance sheet reconciliations for sign off by the Administration and Finance Manager;
- Process petty cash reconciliations and staff reimbursements in accordance with MHA Financial Management procedures;
- Assist in the preparation of funding reports and financial acquittals;
- Assist the Administration and Finance Manager to develop annual organisational budgets and budgets for programs, funding submissions and capital projects;
- With the Payroll and Accounts Receivable Officer prepare monthly activity data and financial reports for distribution to Managers and Team Leaders;
- Contribute to the preparation of monthly income and expenditure, budget comparison and cash flow reports for reporting to the Board of Management;
- Liaise with Auditors and participate in internal and external audits;



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- Assist the Administration and Finance Manager with cash flow management;
 - With the Manager Finance and Administration maintain the current finance system Asset Management Tool in line with MHA Asset Management Policies and Procedures.
 - Ensuring that Home Care Package Income and Expenditure are recorded and processed in accordance with relevant Financial policies and procedures and Funding Guidelines.

Accountability 2: Accounts Payable

Responsibilities:

Undertake all duties related to Accounts Payable including but not limited to:

- Ensure invoices are processed in line with MHA Procurement Policies and Procedures;
- Liaise with staff and creditors for the prompt resolution of discrepancies and disputes;
- Analyse creditor statements to ensure receipt of all invoices and payment within creditor payment terms;
- Ensure that creditor details are accurate and up to date within the creditors system including payment terms and bank details;
- Prepare direct debit, BPAY, and cheque payments for checking and sign off by the Manager Finance & Administration.

Accountability 3: Business Services Team

Responsibilities:

- Actively participate in Team meetings
- Perform the Payroll and Accounts Receivable functions of the Payroll Officer during periods of peak activity, leave or other absences.

Accountability 4: Organisational Responsibilities

- Participate in the MHA performance review process.
- Observe a workplace culture of continuous quality improvement. This includes evaluating and improving current practices and processes relevant to this role, the team and MHA Care as a whole.
- Observe and practice Workplace Health and Safety policies, guidelines and procedures.
- Provide customer service assistance and daily back up to Reception with incoming telephone calls and reception duties as required or directed.

Accountability 5: Payroll Backfill – in periods of leave by the Payroll Officer

- Accurate and timely fortnightly payroll processing, including data entry, calculation of wages, allowances, deductions and all associated checking, reconciliations and reports.
- Undertake end of month payroll processes including all relevant payments, reconciliations and reports.
- Provide advice and communicate with employees and managers regarding payroll enquiries
- Respond to requests from senior managers for reports, calculations and projections on an 'as needed' basis
- Liaise with Human Resources in relation to contracts of employment, award entitlements and rates of remuneration.
- Process employee superannuation fund applications, deductions and contribution returns
- Calculate and process complex payroll transactions such as Parental Leave, Long service leave, Workcover, Termination and Redundancy under advice from Human Resources
- Ensure that the MHA Care employee service portal is maintained and up to date at all times



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- Ensure the accuracy and completeness of all data entered and maintained within the payroll system
 - Provide new employees with an appropriate payroll induction and ensure the ongoing provision of information to employees on payroll related matters.
 - Prepare and reconcile employee PAYG Payment Summaries and PAYG withholding annual reports to the Australian Taxation Office in accordance with STP and within required timeframes.
 - Liaise with auditors on payroll related matters
 - Perform calculations and provide payroll data to the Manager Finance & Administration for use in the annual budgeting process
 - Undertake quarterly audits of payroll records including timesheets, leave forms and other documentation to ensure accuracy.

CORE BEHAVIOURS

The following Core Competencies are the behaviours expected of an employee or potential employee:

Service Focus

- Takes personal responsibility to resolve enquiries, requests or complaints.
- Uses initiative in actively and promptly following up with clients to ensure satisfaction with the service.
- Seeks and acts on client feedback.
- Agrees expectations with client to ensure client understands service delivery timeframes.

Communication

- Adapts style and content of communication of ideas and information to match the audience.
- Uses appropriate communication methods for effective interactions with a preference towards personal interactions.
- Uses high level communication skills (clarifying questions, summarising, paraphrasing) to ensure their meaning is understood.
- Is persuasive and confident in communicating ideas.
- Negotiates win-win outcomes by exploring different positions and building consensus.

Motivation / Time Management

- Plans ahead to ensure all tasks are completed.
- Deals with conflicting demands quickly and calmly.
- Delivers high quality output.
- Committed to meeting deadlines even with demanding timeframes.
- Negotiates and sets expectations for work commitments.

Flexibility & Adaptability – Change Management

- Demonstrates flexibility in thinking.
 - Adapts to and manages the increasing rate of change and copes with ambiguity.
 - Shows responsiveness to emerging issues.
 - Welcomes ideas for improvements to structures, procedures and technologies.
 - Challenges the status quo by looking for ways to enhance efficiency and effectiveness
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POSITION SPECIFIC REQUIREMENTS & QUALIFICATIONS

Essential

- Demonstrated previous experience in a finance or bookkeeping role
- Advanced computer skills including the ability to use Microsoft Office and computerised accounting packages
- Previous experience in payroll and administrative tasks
- Current Satisfactory Police Check
- Current Valid Driver's Licence

Desirable

- Tertiary or Certificate level qualification in a Finance related field
- Previous experience with Quickbooks and Carelink Aged Care
- An understanding of financial processes for Not-for-Profit and Aged Care
- Knowledge of Home and Community Care
- An understanding of the needs of older people and people with disabilities and their carers

KEY SELECTION CRITERIA

- Demonstrated knowledge of financial control processes.
- Demonstrated ability to work within a team environment and/or autonomously when required.
- Strong customer service background with internal and external customers.
- Demonstrated experience in Finance / Accounts Payable.
- Strong skills in office systems, competent in Microsoft Office software (Microsoft Word, Excel and Microsoft Outlook) and the ability to learn and implement new software/programs; strong word processing, filing and organisational skills.
- Well developed interpersonal skills and ability to communicate with a range of stakeholders.
- Sound analytical and problem solving skills.
- High level organisational skills and the ability to balance multiple priorities and conflicting deadlines.

ACCEPTANCE OF POSITION DESCRIPTION

This position description will be reviewed annually, when the position becomes vacant or as deemed necessary.

EMPLOYEE:

DATE:

MANAGER:

DATE: