



## POSITION DESCRIPTION FINANCIAL OFFICER

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**Reports to:** Coolgaree Aboriginal Corporation Chief Executive Officer

**Dated:** 27/11/2013

**Position Location:** The Financial Officer is based at the Coolgaree Offices, Farm Road Palm Island QLD 4816.

**Position Award:**  
MA000099 - Labour Market Assistance Industry Award 2010

#### **Organisational Overview:**

Coolgaree Aboriginal Corporation (The Corporation) is a dynamic corporation committed to serving the Aboriginal and Torres Strait Islander people of Palm Island in Queensland.

The Corporation has a strong reputation for delivering quality training and employment programs that are specifically tailored to the needs of the community. The Corporation is incorporated under the CATSI Act 2006.

The Corporation is a community controlled organisation formed in 1997 for the purpose of providing opportunities for employment and training for Aboriginal and Torres Strait Islander people on Palm Island.

The Corporation is a non-profit organisation managed by a Board of Directors consisting of members of the Corporation.

#### **Organisational Objectives:**

1. Stimulate economic independence through:
  - a) Employment
  - b) Training
  - c) Small business enterprise
2. Improve the community lifestyle through preservation of culture and environment.

#### **Position Overview:**

This position is responsible for providing financial administration to assist the Coolgaree Board, CEO, executive team and program coordinators in delivering excellence in financial management to the organisation.

Responsibilities include cost control, reconciliations, payroll, BAS processing, preparation of invoices, debt collection, data entry and advice.

The position reports directly to the Chief Executive Officer – Coolgaree Aboriginal Corporation.

#### **Position Objective**

To provide quality accounting and financial direction to the CEO, Coolgaree Board, executive team and program managers, ensuring appropriate compliance with the legislative accounting, financial and taxation requirements and internal Coolgaree policies. Facilitate the timely and accurate maintenance of financial transactions pertaining to Debtors, Creditors and Payroll. Ensure all payments are made in a timely manner. Provide training, support and relief to assistant and trainee staff.

### **Working Environment**

The Coolgaree Aboriginal Corporation is committed to providing the highest levels of training and employment services. We value equity, diversity, initiative, flexibility, creativity, teamwork, conduct, workplace health and safety and the capacity to make a difference.

The minimum responsibilities required of officers and employees of Coolgaree are contained in sections of the relevant awards, and the corporation's Policy and Procedures documentation.

### **Position Functions:**

- Strategic Financial Management Duties
- General Administrative Duties
- Purchasing and Accounts Payable
- Debtors Management and Invoice Processing
- Assets Management
- Payroll Processing
- Personnel, Superannuation and workers compensation administration

### **Primary Duties and Responsibilities**

#### **General Administrative Duties**

- Regularly liaise with the corporation's accountant or bookkeeper and auditors to ensure that the reporting and compliance requirements are appropriately met;
- Regularly reconcile nominated ledger accounts and suspense / clearing accounts;
- Regularly examine maintenance and miscellaneous expenditure accounts to identify potential asset acquisitions or unauthorised transactions;
- Provide specific training to other finance and administration staff as identified from time to time, including any new staff and trainees from time to time.
- Maintain and/or implement new documentation filing pertaining to the job promptly, ensuring the office is neat at all times.
- Respond and / or follow up client queries (employees, suppliers and customers) promptly.

#### **Daily**

- Follow up on details required for the preparation of quotations (i.e. Cost of materials etc.) as and when directed.
- Follow up on outstanding debts on regular basis, ensuring amounts owed to the corporation are received in a timely manner
- Maintain contact with Customers in relation to overdue debts and keep management informed on collection progress
- Issue official receipts for all moneys, cheques, money orders received; hand all moneys promptly to the authorised persons for safe keeping
- Ensure all amounts received either in cash or cheques are placed into the safe.
- Prepare receipts summary, enter receipts into the MYOB system and maintain relating documentation in accordance with established procedures;
- Reconcile cash receipts book and cash for weekly banking in a timely and accurate manner;
- Hand all mail to the CEO for review.

- When mail is reviewed and returned by the CEO, sort and distribute the corporation's mail daily including faxes, in accordance with authorised documentation flow procedures.
- Assist with the preparation of outgoing mail; address, stamp, collate, record and take to post office, or send as instructed;
- Take accurate messages for staff unable to take calls and distribute these promptly.
- Maintain the Committee and CEO appointment schedules, ensuring that they are fully aware of dates and times of meetings with external and internal parties.
- Attend (when receptionist is absent) to visitors and participants calling at the offices, advise respective staff and management of their arrival.
- Maintain standard forms for participants to hand out on request.
- Reception duties.

### **Weekly**

- Reconcile cash balance; prepare schedule for banking.
- Prepare the necessary schedules for system recording of electronic transfers; enter into the system and file in accordance with Financial and Administration Procedures;
- Check for rejected electronic transfers;
- Maintain a weekly Stationery inventory for the administration and operating units; record quantities of stationery on inventory sheet and hand to Purchasing Officer for ordering.

### **Monthly**

- Ensure all transactions are entered for the month; any transaction documentation arriving after the last working day of the month are to be treated as the cut-off point.
- Carry out reconciliation of accounts

## **Purchasing and Accounts Payable**

### **Purchasing of Goods and Services**

- Receive Purchase requisitions from Supervisors and Admin staff;
- Prepare purchase orders for approval by the CEO and fax/email to suppliers;
- Ensure invoices are authorised for payment prior to entering into MYOB;
- Maintain a list of approved suppliers for all types of goods and services used by the corporation;
- Negotiate 30 day trading terms with suppliers;

### **Debtors Management and Invoice Processing**

- Manage the business invoicing system - managing and invoicing for charges associated with the sale of products and services and the use of corporation owned facilities by third parties;
- Monitor recoverable works costs and take action to initiate the timely recovery of approved costs from third parties;
- Regularly reconcile revenues and costs associated with customer sales, recoverable works / recoupable costs;

## **Daily**

- Issue official receipts for all moneys, cheques, money orders received; and ensure money is locked in safe.
- Take charge of issuing the daily float for the cash registers;
- Prepare sales invoices for catering, building services, mechanics and other business functions of the organisation;

## **Weekly**

- Reconcile cash receipts book and cash for weekly banking in a timely and accurate manner;
- Manage the reconciliation and signing in/out of float for weekend trading;
- Follow up on outstanding debts on a regular basis, ensuring amounts owed to the corporation are received in a timely manner
- Maintain contact with Customers in relation to overdue debts and keep management informed on collection progress

## **Monthly**

- Review outstanding debts, issue and mail statements to Customers by no later than the third working day in the month
- Ensure all transactions are entered for the month; ensure that cut-off points are observed, and that all transactions for the month have been entered by no later than the 6th working day of the following month.

## **Assets Management**

- Maintain and develop Asset Register on a regular monthly basis; When an invoice is received for a capital item purchased, photocopy and place in the Asset Register File (Lever Arch, divided in annual segments);
- Stamp each copy document “entered” and replace in the Asset Register File.
- At year-end, assist the accountant or bookkeeper, in balancing the asset register to the Grant Funds provided and the Balance Sheet.
- Undertake training (if required) in concepts of:
  - Asset values requiring disclosure in the official accounts of the corporation;
  - Concepts of depreciating assets and assigned values in line with taxation legislation;

## **Insurance**

- Receive incident reports supporting insurance claims from all working units within Coolgaree;
- Liaise with insurance companies regarding the claim:
- Obtain claim forms; and complete where appropriate
- Ensure approval is obtained prior to repair taking place;
- Maintain the insurance schedule during the year, formally advising the insurers of purchase of new assets and disposal (sale or trade) of old assets;
- Maintain good knowledge and understanding of insurance policies at all times (by reading and querying);

## **Personnel, Superannuation and workers compensation administration**

- Ensure the accuracy and maintenance of all relevant payroll and personnel systems required to meet the obligations of the corporation as an employer, including records of payroll, payroll tax, superannuation contributions, relevant insurances, and compliance with relevant Award provisions;

### **Daily**

- Ensure staff and participant commencement and termination documentation is maintained. Update the database promptly as these occur
- Maintain documentation pertaining to payroll deductions in respect of goods and services to staff and participants.
- Respond to employee and participant queries;
- Prepare documentation, cheques and transfers for CSA and FBT, ensuring third party documentation is attached at all times.
- Process advance pays authorised by the Chief Executive Officer
- Ensure visitors sign the visitors register and undergo relevant inductions

### **Fortnightly**

- Ensure the time sheets are maintained in accordance with Financial and Administration Procedures;
- Prepare fortnightly payroll summary sheet and forward to CEO for approval
- Check and ensure the deduction list is complete, correct and authorised
- Prepare the fortnightly payroll in MYOB
- Reconcile the Payroll Summary Sheet to MYOB
- Distribute pay advices to receptionist
- Reconcile the Payroll Clearing and other payroll related accounts after each pay;
- Ensure the timely payment of wage deductions (ie. garnishees, savings, rent and other deductions, etc.) and reconcile all clearing accounts after each payday.
- Monitor advance wages, ensuring deductions are made in accordance with management approval.
- File all payroll documentation in timely manner;

### **Monthly / Quarterly**

- Ensure all transactions (cheques, electronic transfers) are entered for the month;
- Prepare and pay quarterly superannuation payments

### **Overall**

- Perform all other duties, as directed or required.
- Adhere to Coolgaree Policies & Procedures, with particular reference to Staff Code of Conduct, Confidentiality and Intellectual Property.
- Undertake further training and professional development as required.

### **Confidentiality**

Confidentiality of Coolgaree management, committee, staff and participant affairs is paramount. Disclosure of information to third parties functions requires management authorisation.

### **Key Performance Indicators**

This position has Key Performance Indicators (KPIs) aligned to it and are a requirement of this position. Key Performance Indicators will be identified by the Chief Executive Officer with consultation with the incumbent.

## REQUIREMENTS

- 1) Completion of an accounting, business management or similar qualification is highly desirable. Minimum of 5 years relevant experience in a finance or accounting environment.
- 2) Demonstrated strong practical understanding of and experience in general accounting principles and concepts.
- 3) Demonstrated proven hands-on experience in the operations of a computerised accounting system (MYOB), and the use of Microsoft Office.
- 4) Demonstrated working knowledge of the preparation of payroll and related functions, preparation of accounts to trial balance stage. This requires the ability to maintain the General and Sub Ledgers, periodically reconcile accounts, identify imbalances and make necessary corrections and adjustments.
- 5) Demonstrated exposure to maintaining an established filing system for financial and related data.
- 6) Demonstrated exposure to, and involvement in the development and maintenance of financial management systems relating to internal procedures and controls.
- 7) Demonstrated ability to prioritise and work to strict deadlines.
- 8) Demonstrated knowledge and understanding of industrial awards (and their implications), and compliance requirements with statutory/incorporating authorities.
- 9) Demonstrated excellent interpersonal, written, and oral communication skills.