



POSITION DESCRIPTION

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| Position Title | Finance Officer |
| Reporting To | Finance Coordinator |

PURPOSE OF THE POSITION

The Finance Officer is responsible for coordinating the centralised day to day financial transactions for the organisation and maintaining all financial systems and databases. Financial transactions must be actioned in accordance with policy to ensure objectives are met within required timeframes. The Finance Officer is accountable for ensuring accuracy of data to assist in managing financial risk to the organisation.

KEY RESPONSIBILITIES & DUTIES

- Maintain Financial Databases
- Manage Creditor and Debtor Processes for both internal and external clients/suppliers in accordance with policy
- Processing of payroll in accordance with policy
- Manage payroll processes including Salary Sacrifice, Super, Garnishes
- Audit payroll data in accordance with Enterprise Agreement/Awards and policy
- Perform financial reconciliations and deal with outstanding issues
- Coordinate financial authorisations in accordance with Delegation Table/Board Approval
- Prepare financial quotes ensuring accuracy
- Analysis and preparation of data and reports relating to financial transactions
- Action financial checklists and delegated adhoc actions items by due date
- Coordinate Compliance Register
- Review and respond to all enquiries in a timely manner
- Identify and escalate discrepancies with financial transactions and policies
- Contribute to and provide recommendations with development to C&FS processes
- Prioritise tasks to ensure individual and team deadlines are met
- Provide support to other team members and operate in accordance with team objectives
- Provide training to other staff as required
- Ensure delegated processes are documented and up to date, to ensure succession of the team
- Finance Support Duties as required
- Understanding of and capacity to implement EEO, WH&S, ethical practice and principles of a culturally diverse society
- Comply with all SCMSAC Policies and Procedures



- Other duties as reasonably directed by the CEO, Executive Officer or Management

KEY PERFORMANCE AREAS

- Work completed accurately and to deadlines
- Discrepancies with transactions not performed in conjunction with policy identified and resolved or escalated in a timely manner

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Demonstrated understanding of financial transactions, principles and an ability to apply those principles with day to day tasks
- Sound understanding of financial ledgers and reconciliations
- Demonstrated knowledge and skills in a variety of computer software applications and a range of office equipment
- Knowledge and commitment to principles and practices of WH&S and EEO and how they apply in the workplace.
- Current Drivers Licence
- Clear National Police History Check and Working with Children Check

Desirable

- *Aboriginality
- Demonstrated experience and understanding in the use of financial systems
- Experience in interpreting Awards
- Sound understanding of financial ledgers
- Certificate III or IV in Accounting or Financial Services or similar would be an advantage

PERSONAL QUALITIES AND ATTRIBUTES

- Demonstrates initiative and an ability to problem solve
- Excellent communications skills and the ability to exercise these skills in a team environment
- Effective time management skills and ability to work to strict deadlines
- Demonstrates flexibility and initiative in the workplace



RELATIONSHIPS

| With | Purpose |
|---|---|
| SCMSAC CEO | The CEO may make day to day requests for support and information from the Finance Officer. |
| SCMSAC Senior Manager - Shared Services | The Finance Officer may receive guidance and direction from the Senior Manager - Shared Services. |
| SCMSAC Finance and Administration Manager | The Finance Officer will work closely with and may receive guidance and direction from the Finance and Administration Manager. |
| SCMSAC Finance Coordinator | The Finance Coordinator is the first point of contact for the overall direction of work and will provide support to the Finance Officer. |
| SCMSAC Executive Officers, Managers, Team Leaders and Employees | The Finance Officer will interact closely with and will provide financial and administrative support to Executive Officers, Managers, Team Leaders and Employees to develop and maintain effective working relationships, collaborate on matters, exchange information and provide advice and feedback. |
| External Stakeholders | Maintain effective relationships with key contacts to facilitate high quality advice and services. The Finance Officer will respond to queries or redirect to relevant party for review and resolution. |

EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

Employee signature

Date

Signed and approved on behalf of SCMSAC

Date

**Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.*