



**POSITION DESCRIPTION**

<b>Position:</b>	Finance & Administration Officer	<b>Reports to:</b>	Finance & Business Manager
<b>Award:</b>	SCHADS	<b>Classification:</b>	Level 4
<b>Status:</b>	Full-time	<b>Location:</b>	16 Hutt Street, Adelaide

**Purpose of Role**

The purpose of this role is to support the organisation by undertaking assigned Finance, Human Resources and general administration tasks in accordance with the organisation’s internal processes, procedures and policies.

As part of a small team in an evolving organisation, Finance Officer is a pivotal role in the office and in the organisation’s operations.

ARAS operates in a dynamic, rapidly changing environment which requires flexibility, adaptability, initiative as well as excellent organisation and problem-solving skills.

The Executive Assistant/Office Coordinator works with the CEO, Senior Managers and team members, as well as a broad range of stakeholders including Board members, Government representatives and departments, other Advocacy services, external businesses, and other state and national organisations.

<b>Key Responsibilities</b>	<b>Key Performance Indicators</b>
1. Financial Administration	1.1 Data entry of purchasing, invoicing, and reimbursements. 1.2 Financial record-keeping and initial preparation of monthly reports and analysis for the Finance & Audit Committee. 1.3 Work with the CEO and Finance Manager to establish an annual budget and quarterly reforecasting. 1.4 Monitor and analyse actuals against the budget and forecast on a monthly basis. 1.5 Maintain accounting files in accordance with data retention guidelines; accurately complete all related data entry. 1.6 Maintain and review financial accounts. 1.7 Review and maintain registers and reports including, but not limited to, financial assets, prepayments, petty cash and weekly debtors report in accordance with generally accepted accounting principles and any other relevant legislation. 1.8 Maintain, update and reconcile the asset register. 1.9 Assist with programcosting and budget development to support submissions for new funding. Communication with senior managers on annual budget development and financial performance monitoring issues. 1.10 Undertake outstanding debtor action. 1.11 Undertake acquittal of Government Grants.

	<p>1.12 Maintain the Insurance Policy register and assist with insurance claims.</p> <p>1.13 Assist with all aspects of General ledger cost centre maintenance.</p> <p>1.14 Assist with all aspects of monthly financial reporting cycle:</p> <p>1.15 Review of program income &amp; expense reports;</p> <p>1.16 Identify and action corrections in liaison with the Advocacy Operations Manager;</p> <p>1.17 Leave liability reconciliations;</p> <p>1.18 Standing and reversing journals;</p> <p>1.19 Grant journals;</p> <p>1.20 General ledger journals;</p> <p>1.21 Clearing account reconciliations.</p> <p>1.22 Complete banking processes as required and ensure reconciliation of all bank and credit card accounts.</p> <p>1.23 Complete Xero and Receipt Bank processes in accordance with ARAS procedures.</p> <p>1.24 Prepare GST returns and expenses reimbursements.</p>
2. Human Resources support	<p>2.1 Back up People &amp; Culture Manager with payroll processing.</p> <p>2.2 Assist with maintenance of employee files at the direction of the People &amp; Culture Manager.</p> <p>2.3 Process, review and maintain employee related documents in the HR System.</p>
3. Continuous Quality Improvement	<p>3.1 Participate in organisational communication and development systems e.g. staff meetings, planning/review days, and QA programs.</p> <p>3.2 Adopt quality improvement principles to ensure improvement in practices and effective use of resources in order to improve performance of consumer services.</p> <p>3.3 Work with other team members to improve service outcomes for consumers and employees by effective complaint management, stakeholder feedback and responses to service audit processes.</p> <p>3.4 Participate in and contribute to Continuous Quality Improvement systems and any relevant quality review or accreditation.</p>
4. Personal & Professional Development	<p>4.1 Ensure the successful completion of individual training and development activities to update knowledge and skills relating to legislative, policy, and system, procedure, product and service requirements inherent in the current duties.</p> <p>4.2 Demonstrate knowledge of the organisation's policies and procedures and a commitment to keep updated on emerging changes.</p>
5. Know and apply ARAS policies and procedures	<p>6.1 Demonstrated alignment to the ARAS mission and values, including the strategic plan.</p> <p>6.2 Model and foster behaviours aligned with the ARAS Code of Conduct.</p> <p>6.3 Evidence of harmonious working relationships with other employees, volunteers and other stakeholders.</p> <p>6.4 Management of risk and ensure compliance with WHS to the highest standards.</p>

#### Qualifications/Skills

- A degree in Accounting, Finance or Commerce is essential.
- 7-10 years experience in a similar role.

#### Knowledge and experience

- High level competency in utilising a variety of technology, particularly finance systems, and specifically Xero, as well as mobile devices and computers, proficiency with Microsoft Office, Outlook and database systems.
- An analytical mindset with great problem solving abilities.
- Ability to set priorities, plan and organise work to efficiently and effectively complete tasks within set timeframe.
- Strong attention to detail.
- Ability to multitask in a fast-paced environment.
- Excellent interpersonal and communication skills with the ability to communicate confidently with a diverse range of people.
- Demonstrates a high-level understanding of various Quality Frameworks.
- Previous experience or understanding of the not-for-profit sector.
- Demonstrated understanding and competence in managing the IT requirements of a small organisation.
- Experience in financial management such as purchasing, invoicing, reimbursements and budget management.
- Experience developing and implementing organisational systems and processes and an understanding of the challenges that face small organisations
- Demonstrated initiative, flexibility and self-management skills and proven capacity to work in a small team within a fluid and dynamic environment with limited supervision.
- Strong team player within a diverse environment.
- High level organisational skills and the ability to multi-task and work under pressure to meet deadlines
- Sound analytical skills and an ability to work with discretion.

**Specific employment requirements**

- Satisfactory National Police Clearance required (must be less than 12 months old at time of joining).
- Work outside of normal office hours may be required from time to time.
- Current driving licence and willingness to drive for work purposes.
- Travel may be required within South Australia and interstate.

**MONITORING, EVALUATION AND REVIEW**

<b>Status:</b>	APPROVED	<b>Control:</b>	Human Resources
<b>Approved by:</b>	CEO	<b>Version:</b>	1.0
<b>Effective Date:</b>	June 2018	<b>Review Date:</b>	July 2019

***Acknowledgement***

*I, ..... acknowledge that I have read and understood the key position duties described in this Position Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake*

*additional duties relevant to the position that are not listed in this statement and that fall within my competency and skill set. I have received a copy of this Position Description.*

**Employee**

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Human Resources Manager**

**Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date** \_\_\_\_/\_\_\_\_/\_\_\_\_