**FINANCE/ADMINISTRATION OFFICER**

**Position Description**

**POSITION DESCRIPTION:**

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| **Position title:** | **Finance/Administration Officer** |
| **Status:** | {INSERT STATUS i.e. casual, part or full time} |
| **Location:** | {INSERT LOCATION} |
| **Classification level:** | SACS Level 4 |
| **Award** | Social, Community, Home Care and Disability Services Industry Award 2010 |
| **Reporting to:** | {INSERT POSITION TITLE} |
| **Date Approved:** | {INSERT DATE APPROVED} |

# WORKING ENVIRONMENT

### Code of Conduct

All employees must abide by the Organisational Code of Conduct.

### Work Health and Safety:

As an employee, you must be aware of and comply with requirements of the relevant Work Health and Safety legislation and associated regulations. This includes taking responsibility for your own health and safety and that of others in the workplace and complying with the Organisations occupational health and safety policies and procedures.

### Performance Review:

A Performance Review will be conducted using the Organisations Performance Management Process.

# POSITION SUMMARY

An employee in this position ensures the provision of all transactional finance services to the organisation by performing accounting tasks to support management and other employees.

In addition, an employee in this position ensures the development and refinement of a sustainable service model and governance that supports the delivery of various funded projects.

# HOUSE OBJECTIVES

The purpose of Neighbourhood Houses in Tasmania is to work as community operated organisations building community capacity in socially isolated and disadvantaged local areas or neighbourhoods. The goals of Neighbourhood Houses are

* Building Community
* Supporting People and their Families
* Enhancing Choices
* Community Led Governance.

Neighbourhood Houses must consult and respond to the specific needs of their communities within their own resources and in partnership with other government and non-government agencies and organisations.

The {INSERT HOUSE} is an independent incorporated association, funded by the Department of Health and Human Services and operates within the framework of the DHHS Neighbourhood House Programme.

# LEVEL OF RESPONSIBILITY

This position is directly responsible to their immediate supervisor for all aspects of service delivery and organisational management whilst at work. The performance of this position is subject to general direction by the immediate supervisor of the relevant program in which the employee is working. The employee is required to set outcomes, demonstrate sound judgment and contribute critical knowledge and skills where procedures are not clearly defined and to effectively prioritise the workload and to maintain a high quality in the service provided.

The employee has the authority to decide on day to day work related issues within the key responsibilities and duties and to contribute to further develop of work methods where general work procedures are not defined. Any issues falling outside these areas are to be referred to the supervisor of the relevant area in which you are working.

# SUPERVISION

An employee at this level works under general direction, operates within established routines, methods, standards and procedures although there is greater scope to contribute to the development of work methods and the setting of outcomes and is expected to exercise initiative in the application of established work procedures and is responsible for managing time, planning and organising their own work. An employee at this level is expected to manage time, setting of priorities, planning and organising their own work and that of lower classified staff and/or volunteers.

# KEY TASKS AND DUTIES

Sample tasks include, but are not limited to:

* ensure effective, efficient and accurate financial operations are maintained, and alert the Board/Committee of any financial information which could impact on budgeted figures;
* prepare accounts payable and receivable files, processing and payment;
* ensure that reconciliation and payment of all obligation, including BAS, PAYG, superannuation, and insurances, occurs in a timely manner;
* monitor cash flow and cash management;
* reconcile all accounts including bank transactions, assist in preparing financial statements including revenue and expenditure, performance to budget/variance, key expenditure tracking, and cash flow, in a timely manner;
* prepare monthly financial reports for the Board/Committee;
* provide grant acquittal reporting as required;
* identify, provide advice and recommendations on cost efficiencies and process improvement opportunities;
* prepare and process payroll files, including payment;
* maintain employee records including time sheet monitoring, leave records, and taxation;
* ensure cost standards are met by monitoring expenses and implementing cost saving actions; and
* accept ownership for accomplishing new requests and exploring new opportunities to add value to the project and organisation.

*Key Performance Indicators*

* organisational policies and procedures are adhered to;
* completion of tasks evidenced with high degree of accuracy and timeliness, particularly in relation to financial reporting;
* evidence of client related concerns having been reported to house Coordinator; and
* evidence of compliance to legislative obligations.

# QUALIFICATIONS

*Desirable Qualifications*

* relevant four year degree with one years relevant experience;
* three year degree with two years of relevant experience;
* associate diploma with relevant experience;
* lesser formal qualifications with substantial years of relevant experience; or
* attained through previous appointments, service and/or study, an equivalent level of expertise and experience to undertake a range of activities.

# OTHER REQUIREMENTS

* current unrestricted Tasmanian driver’s licence; {DELETE if not required}
* required to provide a satisfactory National Police Check and Working with Children Check; and
* provision of a satisfactory pre–employment medical report.

# SELECTION CRITERIA

* demonstrated ability to work ethically and with appropriate levels of confidentiality;
* good organisational, time management skills and the ability to prioritise fluctuating workloads;
* proven supervisory skills;
* sound experience in project management;
* good interpersonal skills including the ability to deal effectively with clients and work with a broad range of people;
* excellent numerical, analytical, problem solving, technical, and computer skills including a range of software packages;
* well developed verbal and written skills;
* ability and willingness in exercising initiative, discretion or professional judgement within the constraints of organisational policy; and
* the ability to participate effectively and respectfully within a team based environment.

# SIGNATURES

**Signed for and on behalf of the Organisation:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Signature: |  |
| Position: |  | Date: |  |

**The Employee:**

I acknowledge that my duties and responsibilities are as outlined in this position description. I further acknowledge that my duties may be varied from time to time.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Signature: |  |
| Position: |  | Date: |  |