

Position Description

Financial Administrator



Position summary

Reporting to the Finance Manager, the Financial Administrator assists with the day-to-day financial activities to ensure timely and accurate processing of transactions and provides back up support to the Finance team.

Organisational relationships

Direct reports: Nil

Internal and external relationships

Internal relationships involves residents, team and staff engagement and collaboration
External relationships may include families and carers, Service Providers and the broader community

| Responsibilities | Outcomes |
|--|---|
| Accounts payable and receivable | |
| Reconcile general ledger accounts in collaboration with the Book Keeper. | Invoices are prepared and issued to debtors. |
| | Invoices are filed accurately and readily available |
| | Figures are checked and reported on for accuracy. |
| | Calls are made to creditors and debtors to ensure accuracy. |
| | Any irregularities in data are reported to management. |
| Rostering System Support | |
| Train new staff in the rostering system, Deputy and update records. | New staff are offered training in Deputy operation |
| | Shifts are updated in Deputy as required |
| | Issues around rostering are addressed and resolved in a timely manner. |
| Donation Management | |
| Process transactions in the ThankQ program. | The membership database is updated on a regular basis and details are current. |
| | Donation reconciliation and financial reporting is up to date. |
| | Direct donations are receipted and entered into the database for reconciliation purposes. |

| Responsibilities | Outcomes |
|---|---|
| Finance Team support | |
| Write training procedures and technical documentation in consultation with the Financial Systems Developer | Effectively communicate and consult with users to ensure the system processes are efficient and effective Training is provided to managers and staff in a timely manner |
| Assist Auditors with Interim Audit and Year End Audit. | Auditors are provided with information required in a timely manner. Financial records are maintained in accordance with legislation, Australian accounting standards, and relevant policies and procedures. |
| Support the Payroll function in consultation with the Bookkeeper | Payroll enquires are answered in collaboration with the Bookkeeper Leave is entered accurately Payroll is processed when the Bookkeeper is on leave Contract details are updated accurately Staff benefits are processed fortnightly with the payroll Reconciliation of wages and superannuation occurs on a monthly basis |
| Petty cash | Petty cash is reconciled accurately and Banking takes place to ensure floats are topped up |
| Individual residents budgets | Weekly budgets are generated so they can be placed in the night box Funds held on behalf of residents are accounted for accurately. |
| Process staff reimbursements. | Staff reimbursements are processed in a timely manner through the AP system |
| Provide support with projects | Project goals are established and recorded. Business requirements are documented and discussed with relevant managers. Software is configured as appropriate to meet the project goals. Data entry and testing is carried out. |
| General | |
| Be compliant with WHS requirements and take reasonable care to ensure your own safety and health and that of others. Abide by their duty of care provided for in the legislation. Ensure you do not place others at risk by any act or omission. Ensure you do not interfere with safety equipment. | There is demonstrated compliance with WHS requirements to ensure a safe and healthy workplace. This includes abiding by the non-smoking directive and compliance with any pandemic directives. Any injury, hazard or illness are reported immediately, where practical, to your manager/coordinator. |
| Take an active role in building your resilience and preventing psychological injury. Take reasonable care for your health and | The importance of wellbeing and self-care as a part of resilience is acknowledged. Strategies are implemented to maintain personal wellness and |

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| safety and that of others who may be affected by your conduct. | resilience. Clinical supervision or other supports are utilised, when needed. |
| Be compliant with codes, guidelines, policies, procedures, legislation and Standards and proactively engage with Buttery continuous quality improvement. | Codes, guidelines, policies, procedures, legislation, Standards and quality improvement processes are adhered to at all times. Changes and improvements are supported. |
| | All mandatory training programs and team meetings are attended. |
| | There is mandatory reporting of any suspected incidents of child abuse. |
| Support an environment free from discrimination, harassment, bullying and model appropriate standards of professional behaviour in the workplace. | Interactions with colleagues, residents, participants and stakeholders are undertaken in a courteous manner. |
| | Cultural and linguistic diversity is taken into consideration. |
| | There is positive feedback from others regarding your interactions. |
| Other duties relevant to the role as requested by the Finance Manager. | |

Selection criteria

Qualifications and checks

- Tertiary qualifications in accounting and/or substantial experience working in finance
- Current and valid Driver's Licence with an ability to undertake regular travel around the Northern Rivers region
- A satisfactory Criminal Record Check and Working with Children Check

Professional skills and experience

- Demonstrated experience of supporting a small finance team and completing a wide variety of tasks in book-keeping, payroll and general accounting.
- Significant experience working with MYOB
- Strong computer literacy in MS Office and experience with packages used in accounting and rostering and donation management.
- Ability to exercise substantial responsibility in relation to small office administration
- Demonstrated commitment to cultural diversity, equal employment opportunity, legislative compliance and workplace health and safety

Interpersonal skills

- Strong communication skills and the ability to collaborate as part of team
- Ability to work autonomously and use time effectively
- A reasonable level of resilience to fulfil the demands of the role

Agreement

These conditions of employment, your duties and location may be varied by The Buttery during the term of your employment. The position description duties are to read in conjunction with the terms and conditions that form your contract of employment. I accept and agree to the duties in this position description. I understand and agree to abide by the terms and conditions stipulated.

Signature _____ Name _____ Date _____