

## Position Description

Position Title	Finance Officer
Position Reports to	Financial Controller
Position Supervises	Not Applicable
Location	29 Learmonth St, Alfredton, Victoria
Employment Type	Permanent, Full-time
Last Updated	December 2018

### Why are we here?

**Purpose:** We work with people who have disabilities, to create a life that works for them.

**Vision:** Recognised by customers as the eminent, integrated disability service provider that continually enriches their lives.

### How do we do this?

By living the expected behaviour:

Value EQUITY

Demand ACCOUNTABILITY

Maintain RESPECT

Ensure INTEGRITY

Seek COLLABORATION

Practice EXCELLENCE

### What is your purpose?

**The Finance Officer will undertake key financial and clerical duties as required within the Finance and Administration team. The Finance Officer's primary accountability is timely and accurate completion of Accounts Receivable and Accounts Payable functions.**

### How do you achieve this? (Responsibilities)

- Undertake the processing of accounts payable in line with the processes and procedures as set out in the finance manual.
- Undertake the processing of accounts receivable in line with the processes and procedures as set out in the finance manual.
- Provide responses to customer and supplier queries.
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- Build effective relationships with the Finance and Administration team as well as the Executive team.
- Provide excellent customer service to McCallum's clients, including their friends and family.
- Assist with administrative functions, such as reception and telephone duties.

### What does success look like?

You will:

- Be an effective contributor to the Finance and Administration team.
- Work closely with other team members to build effective working relationships.
- Complete tasks in line with McCallum's standard processes and procedures.
- Complete work in the relevant time frames as set out by the Financial Controller.
- Ensure tasks are completed with a high degree of accuracy and completeness.

## Key Selection Criteria

### Essential

- Proven experience in providing excellent customer services.
- Demonstrated experience in coordinating both Accounts Payable and Accounts Receivable functions in a high volume environment within accounting software.
- Demonstrated experience working in office and administration practices and procedures to a high standard.
- Demonstrate a high level of numeracy, written and verbal communication skills.
- Demonstrate the ability to work closely with team members and take direction as required.
- Experience in Microsoft Office Suite, including but not limited to, Outlook, Word, Excel and PowerPoint
- Tertiary qualification Certificate IV in Business / equivalent or higher.

### Desired

- Experience in SAP Business 1 or other large accounting package.
- Knowledge of National Disability Insurance Scheme (NDIS)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_