

Position Description

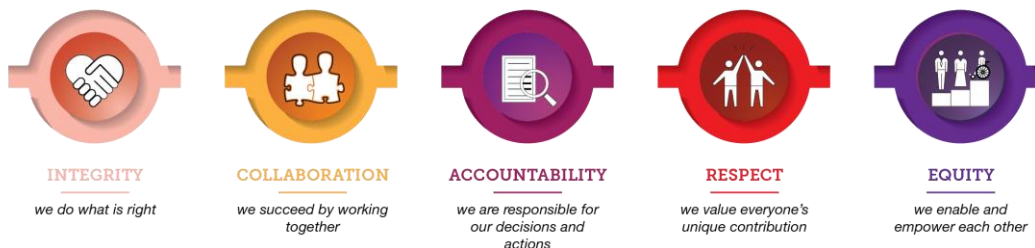
Position Title	Finance Officer
Position Reports to	Financial Controller
Position Leads	NIL
Location	29 Learmonth Street, Alfredton, Victoria, 3350
Employment Type	Permanent, Full-time
Last Updated	January 2020

Why are we here?

Purpose: We work with people to create a life that works for them.

Our Vision: To be recognised by customers as the eminent, integrated disability service provider that continually enriches their lives.

How do we do this?



What is your purpose?

The Finance Officer will undertake financial and administrative duties to support the business operations of the Finance Team. The Finance Officer's primary accountability is timely and accurate completion of Accounts Receivable and Accounts Payable functions as well as support reception duties. The position will also deliver tasks by applying the standards and procedures set out by the Financial Controller.

How do you achieve this? (Responsibilities)

Key Results Area	Accountabilities
Service Delivery	<ul style="list-style-type: none"> • Reception duties including incoming and outgoing mail, administrative bookings, customer and telephone services • Undertake the processing of account payable in line with the processes and procedure 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 • Undertake daily office management including stationary and other goods and services, couriers, catering, purchasing, travel and taxi reconciliation
Employee Experience and Collaboration	<ul style="list-style-type: none"> • Champion McCallum's code of conduct and values, acting in accordance with our policies and procedures at all times. • Develop and maintain effective relationships with key

	<p>stakeholders.</p> <ul style="list-style-type: none"> • Be an active member of the finance team, providing input and support into the implementation and achievement of our finance team strategy and outcomes. • Work collaboratively with the Finance Team to continuously improve services • Promote a positive and safe work culture
Customer Experience and Quality	<ul style="list-style-type: none"> • Provide excellent customer experience to McCallum's customers, including their family and friends • Implement and champion our Quality Management System. • Support the preparation of administration for compliance with NDIS audits and standards. • Ensure effective record keeping and that all documentation is kept up to date including within the Service Record System (SRS) and staff related matters.
Finance	<ul style="list-style-type: none"> • Provide clerical support to the Finance Team • Administer finance reporting as requested • Assist with administration duties including Data Entry, Petty Cash, Coding of Accounts, Invoicing and receipting • Undertake and complete any reporting, data and compliance requirements as directed by the Financial Controller
Self-care and professional development	<ul style="list-style-type: none"> • Participate in feedback meetings with the Financial Controller • Ensure Annual Performance Goals and KPIs are set, with professional development plan implemented and monitored • Identify and seek appropriate resources to support your own health and wellbeing • Participate in wider McCallum projects and initiatives as required.

What do I need to be a success? (Attributes)

- Our customers are at the centre of everything that you do
- You champion customer experience and provide positive, professional, optimal service to our customers, staff, community and stakeholders.
- You value accuracy and attention to detail as well as developing effective and efficient systems of work.
- You are a consultative, collaborative and inclusive team member.
- You build and maintain relationships with your colleagues, customers and stakeholders
- You are team player that actively participates and champions a supportive and values driven work environment.

Key Selection Criteria

Successful appointment to a position will be subject to a pre-employment safety screening process which includes, but not limited to, the following checks:

- **NDIS Worker Screening Check**
- **Right to Work in Australia; and**
- **Current Driver's License.**

Essential

- Higher education in business or administration related discipline.
- Demonstrated experience in a busy and dynamic administrative position, ideally within the Human Services or Health Sector
- Demonstrated experience in coordinating both Accounts Payable and Accounts Receivable functions in a high volume environment within accounting software.
- Proven experience in providing excellent customer services.
- Demonstrated a high level of numeracy, written and verbal communication skills.
- Demonstrated 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

Desired

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

Approval:

Employee Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____

CEO Signature: _____ **Date:** _____