

**Job Title:** Finance Officer

**Department:** Corporate Services

**Award:** Social Community Home Care & Disability Services Award

**Classification Level:** 3

**Reports To (Title):** Business Partner Finance & Accounts

**Direct Reports:** Nil

## About ac.care

At ac.care we want all country people to have a safe home, enough money to live on and strong, positive relationships.

ac.care is a non-government organisation (NGO) and everything we do is underpinned by our core values (CARE - Compassion, Adaptability, Relationships, Excellence). Together, as one team we CARE to ensure all country people experience a seamless and consistent ac.care service in a welcoming and non-judgemental environment.

ac.care is a *Child Safe Organisation* and provides an environment where the safety of children and young people is our highest priority as well as providing culturally appropriate services.

## About the Job

The Finance Officer will work collaboratively as a team member within the organisation to provide efficient accounts payable and finance processing services.

The Finance Officer is responsible for supporting the timely and accurate processing of accounts payable, purchase orders, petty cash, credit card, employee reimbursement, payroll, accounts receivable and other transactional processes to meet all legislative requirements.

The role will communicate effectively with internal and external stakeholders with a focus on assisting with outcomes for clients and general support whilst maintaining a high level of internal controls.

## Key Outcomes

### Job responsibilities

- Process daily accounts payable and expense transactions to ensure that finances are maintained in an effective, timely and accurate manner.
- Respond to queries from suppliers and staff.
- Lead and complete end of month and end of year processes.

- Provide assistance to Business Partner Finance and Accounts, accounts receivable and payroll as required.
- Maintain accurate documentation, statistical data and records in accordance with Finance and Payroll requirements.

### Work Health and Safety responsibilities

- Accepts responsibility for own and others safety.



- Actively participates in consultation about work, health and safety issues.
  - Identifies and reports hazards and incidents and identifies risk controls where appropriate.
  - Actively speaks up, reports and challenges bias and intolerance within the workplace, e.g. misconduct, illegal and inappropriate behaviour, conflicts of interest, racism and bullying and harassment.
- Organisational responsibilities**
- Demonstrates appropriate and professional workplace behaviours that are in line with ac.care Policy and Procedures.
  - Actively participates in ac.care's Performance Development and Review Program.
  - Actively promotes and role models the ac.care values of Compassion, Adaptability, Relationships and Excellence and desired ac.care Way behaviours.
  - Maintains a commitment to Equal Employment Opportunity (EEO), Diversity and Inclusion, Ethical Conduct and record keeping within legislative requirements.
  - Maintains a commitment to the ac.care Reconciliation Plan (RAP), demonstrating respect and support for Aboriginal and Torres Strait Islander people.
  - Actively contributes to a culture and environment where children and young people's safety and wellbeing is at the centre of thought, values and actions.

## Key Relationships

- Works collaboratively with ac.care executives, senior managers, program managers, staff and volunteers.
- Develops and maintains positive relationships with ac.care partners, other Non-Government Organisations (NGO) and local community businesses.
- SA and Commonwealth Government Departments, e.g. Department of Human Services, Department of Health, Department for Child Protection and other government departments as required.

## Special Conditions

- Hold a current Provisional or 'Class C' or interstate equivalent driver's licence
- Satisfactory Employment Screening Assessment(s) required for this role in line with ac.care Policy:
  - Working with Children Check
  - National Police Check
  - Psychological Suitability Assessment
  - Medical or Functional Assessment
  - COVID-19 Vaccination
- Hold or working towards the following Membership/Accreditation/Qualification: [insert name of membership]
- Out of hours work may be required from time to time



- Client transportation required and/or client visitation outside of the office required
- Intra and interstate travel may be required

## Key Selection Criteria

### Essential

- Formal qualifications in Business Administration or related field and/or two (2) years demonstrated experience in accounts payable or related financial roles.
- Demonstrated experience in an accounting software and Microsoft Excel.
- Demonstrated attention to detail and accurate data entry and processing.
- Developed communication skills (listening, verbal and written), including the ability to establish rapport and maintain a positive relationship with staff and other service providers.
- Demonstrated ability to manage time effectively, take initiative and work independently, set priorities, plan and organise workload and problem solve to achieve finance outcomes.
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### Highly Regarded

- Certificate IV in Business Administration.
- Experience working with Aboriginal and Torres Strait Islander peoples, families and communities.
- Experience working with people from culturally and linguistically diverse (CALD) backgrounds.
- Intermediate skills in Microsoft Word and Excel with attention to detail, accuracy and highly developed numerical and data entry skills.
- Experience working within a cross functional environment (multiple service delivery programs at one site) to achieve client focused outcomes, and organisational strategic objectives.
- Knowledge of the taxation and other legislation as they pertain to Accounts Receivable, General ledger Accounts Payable e.g. Unclaimed Monies Act, GST Legislation and Regulations relating to the unit's operations.
- Experience working at a Public Benevolent Institution or within the Not-for-Profit Industry.

## Competencies

The following is derived from the ac.care Workforce Competency Framework which outlines the desired competencies and behaviours ac.care wants demonstrated by its leaders, teams, staff and volunteers.



### Team Member

Competency	Behavioural Indicators
Shapes strategic thinking	<ul style="list-style-type: none"><li>Align own work activities to ac.care strategic goals</li><li>Demonstrate responsibility for achieving results and agreed targets</li></ul>



<b>Achieves results</b>	<ul style="list-style-type: none"><li>• Be productive, prioritise work through effective planning, monitoring and time management</li><li>• Identify causes for lack of success, which may or may not involve yourself, and take action to ensure future success</li><li>• Participate in team decision making and achievement of outcomes</li></ul>
<b>Drives business excellence</b>	<ul style="list-style-type: none"><li>• Listen, ask questions, make suggestions and raise challenging issues and seek alternative ways of working</li><li>• Support new system improvement initiatives and technologies</li></ul>
<b>Leading self and others</b>	<ul style="list-style-type: none"><li>• Exercise situational leadership through sharing ideas and actions that drive improvements</li><li>• Share skills, knowledge and encourage others to learn</li><li>• Consider how your actions and interpersonal style and words may impact others</li></ul>
<b>Builds relationships and engages others</b>	<ul style="list-style-type: none"><li>• Collaborate with others to achieve shared outcomes, shared ideas, approaches or insights</li><li>• Listen, be open to the inputs of stakeholders, individual viewpoints, opinions, experiences, values and beliefs</li></ul>

## EMPLOYEE ACCEPTANCE

I  acknowledge that I have read, understood, and agree to the job description.

Date:  Signature:

