

## POSITION DESCRIPTION

<b>Position Title:</b>	<b>FINANCE OFFICER</b>	<b>Version:</b>	<b>1.0</b>
<b>Position Reports to:</b>	Finance Business Partner		
<b>Program:</b>	Finance, Systems & Administration		
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)		
<b>Role Level:</b>	Worker	<b>Direct Reports:</b>	No
		<b>Classification Level:</b>	3
<b>Date reviewed:</b>	04/2025	<b>Reviewed by:</b>	HR, FBP
		<b>Date next review:</b>	04/2027

### ORGANISATIONAL ENVIRONMENT

#### PURPOSE OF ROLE

To provide support to the Finance team of Encircle including, accounts payable and receivable.

Ensuring all data for accounts payable is processed into MYOB, databases and spreadsheets and assisting with other general finance duties as required.

#### MAIN DUTIES AND RESPONSIBILITIES

Ensuring all expenditure is entered into the appropriate company databases (DEXT, MYOB) and spreadsheets with correct supporting information, approvals and tax treatment.

##### Duties:

- Monitor and action assigned email accounts.
- Key point of contact for addressing and resolving finance queries from staff and suppliers for accounts payable.
- Monitoring and processing all system payment requests across the organisation managing internal control of processes to meet organisational and audit requirements.
- Review and import all invoices into the company database (DEXT) in preparation for importing into MYOB and organising the twice a week payment run.
- Assist in reconciling of managers organisational credit card transactions and receipts.
- Assist in gathering information for organisational external audit.
- Other ad hoc finance duties to support the team.

##### Delegated Authorities:

- Not applicable

#### KEY POSITION OUTCOMES

- Accurate data entry
- Accounts payable and receivable processes followed, ensuring timely processing
- Reliable reporting

## POSITION REQUIREMENTS

### Qualifications:

- Accounting, Bookkeeping or similar qualification preferable

### Capabilities:

- Work collaborative and autonomously
- Provide accurate and reliable information to staff
- Manage financial systems and reporting

### Previous Experience:

- Minimum of 12 months experience in a similar role
- Experience using MYOB (desirable) or other accounting software
- Experience with Microsoft Excel (formulas)
- Experience in Not for Profit is desired

### Other:

- Police Check
- Driver's License

## KEY SELECTION CRITERIA

- KSC1:** Demonstrated understanding of, and commitment to the principles of Social Justice.
- KSC2:** Demonstrated proficiency in the accounts payable process.
- KSC3:** Highly developed computer and administrative skills.
- KSC4:** Demonstrated experience working with confidential information, ensuring sensitivity and diplomacy.
- KSC5:** A high degree of professionalism and well-developed interpersonal skills with the capacity to liaise effectively with a wide range of people including clients, service providers, staff, volunteers and Board.

### Key Documents:

- Encircle Policies and Procedures

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_