



# POSITION DESCRIPTION

*Position: Finance Officer*

ROLE OVERVIEW		
<b>Organisation</b>	STTARS	
<b>Date</b>	April 2018	
<b>SCHADS Classification</b>	5	
<b>FTE</b>	1.0	
ORGANISATIONAL RELATIONSHIPS		
<b>Position reports to</b>	ICT & Operations Manager	
<b>Key relationships</b>	Director, Treasurer, Leadership Team, Auditors, Salary Packaging Providers, ATO	
ROLES & RESPONSIBILITIES		
<b>Primary position objective</b>	Under limited direction exercise bookkeeping, clerical and payroll services to the organization, maintain the financial system, preparing materials for accurate and timely acquittals and preparation of reports.	
RESPONSIBILITIES	MAJOR DELIVERABLES	ACHIEVEMENT DEMONSTRATED BY:
<b>Functional Management</b>	Responsible for the effective and efficient delivery of financial activities.	All financial activities completed on time, accurately and with the utmost integrity.
<b>Records Management</b>	<p>Responsible for providing a range of financial records management services, ensuring all electronic and paper-based records, files and documents are managed efficiently and effectively.</p> <p>Ensure that all income and expenses are promptly and accurately recorded into the financial software package according to STTARS chart of accounts.</p> <p>Reconcile monthly bank statements for each of STTARS accounts.</p>	<p>STTARS records management practices are fully compliant with organizational policies/procedures, accounting standards and retention guidelines.</p> <p>All records can be easily retrieved when required.</p>
<b>Financial Reporting</b>	<p>Responsible for preparing all relevant financial information as requested within established timeframes.</p> <p>Liaise with the ICT &amp; Operations Manager, Director and Treasurer as required and prepare reports for Finance Committee meetings, including the production of accurate reports through the MYOB software for:</p> <ul style="list-style-type: none"> <li>• monthly and year to date profit and loss reports against budget</li> <li>• monthly reports of balance statement</li> <li>• other reports as requested</li> </ul>	<p>Reports accurately prepared in timely manner</p> <p>Effective reporting of financial performance</p> <p>Compliance with STTARS Delegations Policy and Schedule.</p>



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	<p>Assist the Director and the ICT &amp; Operations Manager with the preparation of annual and program budgets materials.</p> <p>Monitor expenditure against agreed budgets and report significant variances to ICT &amp; Operations Manager/Director.</p>	<p>Actual to budget variances are reported regularly and on time.</p>
<b>Grant Revenue and Acquittals</b>	<p>Responsible for ensuring that the receipt of funding is accurately recorded</p> <p>Under the direction of the ICT &amp; Operations Manager, responsible for the accurate processing of reports, acquittals, compliance statements and all information required by funding providers.</p>	<p>Consistent compliance with all requirements for funding receipt, reporting, acquittal as per contract and service agreement obligations.</p>
<b>Trade Debtors and Receivables</b>	<p>Responsible for the efficient and effective processing of accounts receivable, ensuring all debts are collected in accordance agreed terms.</p> <p>Responsible for reporting on current and/or outstanding receivables for follow-up.</p> <p>Responsible for the reconciliation of accounts receivable.</p>	<p>All invoices dispatched within agreed terms.</p> <p>No outstanding receivables outside of agreed terms.</p> <p>No aged debtors over 90 days.</p>
<b>Trade Creditors and Payables</b>	<p>Responsible for processing payables within timeframes indicated.</p> <p>Responsible for reviewing and ensuring all authorisations for payment of creditors are in compliance with internal policies and processes.</p>	<p>Compliance with STTARS Delegations Policy and Schedule.</p>
<b>Asset Register and Depreciation</b>	<p>Responsible for the maintenance of an accurate Asset Register.</p> <p>Responsible for the reporting of asset depreciation.</p>	<p>Asset Register is reflective of STTARS assets at any point in time.</p> <p>Depreciation reported accurately.</p>
<b>Cash Management</b>	<p>Responsible for the regular reporting on cash reserve levels against anticipated expenses.</p> <p>Maintain petty cash</p>	<p>Cash reserves monitored effectively resulting in no risk to cash flow and interest earned is optimized.</p>



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<p><b>Payroll &amp; Superannuation</b></p>	<p>Responsible for the efficient processing of payroll, salary, salary packaging and superannuation payments and timely review of information to ensure accuracy.</p> <p>Responsible for maintaining accurate and up to date salary, salary packaging and pay rate schedules and for ensuring employees are paid in accordance with the agreed rates and annual increments are actioned.</p>	<p>Accurate information results in NIL errors to payroll processing.</p>
<p><b>Human Resources</b></p>	<p>Responsible for creating new employee records in financial systems and for the closing of all records of ex-employees.</p> <p>Responsible for ensuring all data required to update employee information is entered and processed quickly and accurately.</p>	<p>Employee records are established, updated and closed as required, and in a timely manner, resulting in accurate and up to date reporting of employee information.</p>
<p><b>Compliance</b></p>	<p>Under the direction of the ICT &amp; Operations Manager, ensure compliance with all regulatory requirements of ATO, Superannuation and/or other regulatory bodies.</p> <p>Prepare materials for annual audit.</p>	<p>Compliance achieved consistently resulting in NIL penalties applied.</p>
<p><b>QUALIFICATIONS &amp; SKILLS</b></p>		
<p><b>Qualifications</b></p>	<p>Formal qualifications in Bookkeeping and/or equivalent experience, expertise and competence sufficient to perform the role at this level.</p>	
<p><b>Experience</b></p>	<p>2-5 years proven experience in the operation of a small to medium financial function.          Has worked autonomously with high level of accountability.          Proven experience in maintaining and processing of payroll.          Proven experience in the preparation of financial statements and reports.</p>	
<p><b>Skills</b></p>	<p>Proven ability to communicate at all levels of the organisation.          Proven ability to consult and enquire to ensure clarity of understanding.          Highly organised and able to work toward and within strict timelines.          Exceptional interpersonal communication skills.          Proficient in the use of financial software packages, e.g. MYOB, and in the use of spreadsheets.          High standard of time management.</p>	
<p><b>Special Conditions</b></p> <p>Appointment to this role is subject to you having a current DCSI Child Related Employment Clearance.</p>		



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### Professional Conduct

This position is responsible for working at, and maintaining, a high standard of professional and ethical practice.

Maintain client confidentiality at all times in line with STTARS policies and procedures.

STTARS staff are required to stay up to date with and work in accordance with STTARS policies, procedures and code of conduct and legislative requirements including but not limited to:

- Work Health and Safety
- Equal Employment Opportunities (including prevention of bullying, harassment and intimidation)
- Keeping Them Safe Legislation (inclusive of Mandatory Notifier)
- Disability Discrimination
- Relevant Awards
- Relevant Australian Standards
- Privacy Principles and legislation including maintaining confidentiality regarding any information regarding client/patient, personal staff information, human resource and financial information and information of strategic importance to STTARS.
- Smoke Free Workplace.

**This position description provides a general guide as to the major accountabilities of this role. It should not be taken as a definitive list of duties that may be reasonably expected of the incumbent and may vary from time to time.**

**Position Description Approved by:**

**Position Title:** Director

**Signature:**

**Date:** 30th April 2018