



Accounts Officer

A. POSITION SUMMARY

Position Title:	Accounts Officer
Team:	Corporate Services
Reporting to:	Accountant
Reports:	Nil
Status:	Permanent Full Time
Location:	Mandarin Street, Fairfield East
Salary	SCHCADS LV 5 PP 1

B. ROLE OVERVIEW

The Accounts Officer supports the strategic Accounting objectives of the Woodville Alliance (WA). This role reports to the Accountant and provides essential accounting preparation, input, control, analysis and reporting of financial accounting information using available systems and procedures.

The key outcomes include:

- Maintain data integrity and accuracy of the WA financial accounting function via the MYOB general Ledger input and controls, including the subsystems covering Accounts Receivable, Accounts Payable, Cash and Banking with accurate data input, coding and reconciliations.
- Provide advice on accounting policies and procedures to non-finance staff
- Provide a positive finance customer experience for staff and external stakeholders
- Back up to the Payroll when required, training to be provided

Additionally, the role may be required to participate in general shared responsibilities or other tasks from time to time or as requested by the Accountant

C. JOB PURPOSE

The Accounts Officer is mainly responsible for:

1. Data Processing and Record Keeping
2. Assisting with Budgets preparation and Financial Reports
3. Assisting with Government Reporting
4. Assisting with Motor Vehicle Fleet
5. Insurance Claims
6. Recording and Monitoring of Company Assets
7. Adherence to company policies and procedures

D. RELATIONSHIPS

In order to ensure best practice and quality service delivery is provided within the allocated funding this position must have well developed networks and relationships within the sector. These include but are not limited to:

- Accountant
- Senior Leadership Team
- All WA staff
- Service providers, clients and other suppliers
- Funding Granting Bodies and other sources of revenue

E. JOB REQUIREMENTS

Key Result Area 1	FINANCIAL SYSTEM PROCESSING AND DATA MANAGEMENT
<p>KEY TASKS</p> <ul style="list-style-type: none">• Responsible for the accurate processing of financial data and records• Maintaining company files and backups as required• Providing relief for Payroll; including processing, set up and maintenance of personnel files and salary packaging records• Accounts Payable – Processing tax invoices and payments including preparing spreadsheets for posting of monthly mobile and fuel card expenses, renewal, fleet car registration and CTP insurance payment, monthly superannuation payment etc.• Credit card processing.• Petty cash monitoring and processing.• Accounts Receivable - Issue invoices, payment receipts and banking.• Weekly cash receipts• Data entry - record keeping of payments & receipts adjustment and sending reports forward as required• Quarterly Interlink E-Way Cash Back Claims• Reconciliation of bank accounts and general ledger accounts• Journal Entries and Accruals Weekly Child Care Benefit (CCB) and ISS receipts• Assist in preparing schedules for annual FBT returns• Review processes and procedures for efficiency and effectiveness and keep up to date.	
<p>Key Performance Indicators- for the tasks</p> <ol style="list-style-type: none">1. Financial data and reconciliations are processed accurately and in a timely manner.2. High quality support (including relief) is provided to the Accountant.3. Monitor and control level of outstanding Accounts Receivables and provide follow up reports to management.4. Accounts payable controls maintained and payments paid within WA approved timeframes.5. Monthly bank reconciliations prepared in a timely manner.6. Assist the Accountant with accurate control of project accounts and providing analysis.7. Effective and efficient procedures maintained.	

Key Result Area 2	BUDGETS AND REPORTS
<p>KEY TASKS</p> <ul style="list-style-type: none"> • Provide ad hoc financial transaction reports and analysis for non-finance staff to assist in budget and program management 	
<p>Key Performance Indicators- for the tasks</p> <ol style="list-style-type: none"> 1. Provide accurate financial analysis and ad hoc status reports to other functional areas e.g. Community Initiatives 2. Monitor key expenses- phone and motor vehicle costs 	

Key Result Area 3	GOVERNMENT REPORTING
<p>KEY TASKS</p> <p>Assist in preparing:</p> <ul style="list-style-type: none"> • Annual FBT report • Annual Payment Summaries • Monthly PAYG submissions • Business/Instalment Activity Statements 	
<p>Key Performance Indicators- for the tasks</p> <ol style="list-style-type: none"> 1. All requirements and obligations are met by the due dates and provided in the correct format 	

Key Result Area 4	MOTOR VEHICLE
<p>KEY TASKS</p> <p>Assist in:</p> <ul style="list-style-type: none"> • Coordinating Motor Vehicle Insurance Claims and Repairs • Maintaining motor vehicle files • Scheduling motor vehicle servicing and inspection • Monitoring annual registration and CTP payments • Car parking arrangements/allotments • All vehicles are insured and hold current registration 	
<p>Key Performance Indicators- for the tasks</p> <ol style="list-style-type: none"> 1. Prompt resolution of claims 2. Prompt payment of annual registrations and CTP. 	

Key Result Area 5	SECURITY
KEY TASKS Assist in: <ul style="list-style-type: none"> • Issuing of access cards and office keys. • Maintaining a register of access cards and office keys • Maintaining a register of mobile devices 	
Key Performance Indicators- for the tasks Accurate recording and maintenance of registers.	

Key Result Area 6	ADHERENCE TO COMPANY POLICIES AND PROCEDURES
Key Tasks <ul style="list-style-type: none"> • Adhere to and demonstrate commitment to company policies and procedures as varied or created by WA from time to time. • Adhere to and demonstrate commitment to company WHS policies, risk management framework and safe working practices as varied or created by WA from time to time. • Adhere to working conditions as stipulated in employment contract. • Demonstrate adherence and commitment to meeting all key result areas of position description. • Adhere to all relevant employment legislation as dictated by state and federal legislation inclusive of WHS Act 2011 and its regulations. 	

F. RECRUITMENT INFORMATION

(The essential knowledge, experience, skills and personal attributes required for the position)

COMPETENCY AND SELECTION CRITERIA REQUIREMENTS	
1	Tertiary Accounting Qualifications (University or TAFE)
2	Relevant Work Experience – minimum 3-5 years
3	Proficient in MYOB Financial Systems
4	Extensive general ledger accounts payable, accounts receivable and reporting skills
5	Preferably some knowledge of payroll processing, employee entitlements and award provisions
6	Intermediate Microsoft Office skills (specifically Excel)
7	Excellent communication skills both verbal and written
8	Highly organised with the ability to prioritise a workload which is multi-tasked
9	Strong attention to detail and effective analysis
10	Effective financial document housekeeping and archiving

G. EXPERIENCE AND REQUIREMENTS

- You may need to perform other reasonable duties which are not listed in this position description from time to time to meet our business and operational needs.
- Responsible for engaging in discussion about and helping to create and sustain a culture of continuous quality improvement.
- Identify improvement opportunities, ideas and suggestions for quality improvements.
- Under WH&S legislation, all employees are responsible for ensuring the health, safety and welfare of themselves and others in the workplace

Approval

Managers Name Erly Nuarin (Accountant)	Managers Signature and Date
Employee Name	Employee Signature and Date
Human Resources Manager Name Veronique Besnard	Human Resources Manager Signature and Date