

POSITION DESCRIPTION

Position:	Finance Officer
Location:	Brisbane
Reports to:	Finance Manager
Award:	Social, Community, Home Care & Disability Services Industry Award Level 3.1 – 3.4 Salary: \$60,247 - \$64,593 depending on qualifications and experience.

ROLE SPECIFICATION

The Organisation

Link-Up (Qld) is an organisation committed to the principles and philosophies of community control as the best practice model for improving health and well-being of Aboriginal and Torres Strait Islander peoples.

Link Up (Qld) supports the healing journeys of Aboriginal and Torres Strait Islander people who have been separated from their families and communities through forced removal, adoption, fostering or institutionalization. We deliver professional, culturally sensitive and confidential research, reunion and cultural wellbeing services.

Role Purpose

The Finance Officer position will suit someone with a proactive and collaborative approach with relevant data entry, Accounts Payable, Accounts Receivable, and general accounts administration experience. Responsibilities include but are not limited to processing general accounts (AP and AR), organising and booking staff and clients travel, updating and maintaining personnel files, collaborating in maintaining the company Quality Management System process.

Required Qualifications

A qualification in accounting, finance, business, administration or relevant skills and experience in a related area is desirable.

Work of the Role / Duties

Financial Duties:

- Process payroll
- Process invoices (Accounts Payable & Accounts Receivable)
- Process staff expense claims (reimbursements), travel allowances, cash advances etc.
- Process general journal entries as assigned by Finance Manager
- Reconcile and maintain Petty Cash
- Reconcile bank accounts and work cards
- Follow up on missing Tax invoices to ensure proper bank reconciliations
- Top-up bank accounts and work cards as needed
- Collect receipts/dockets and reconcile Cabcharge, Australia Post and Motorpass fuel cards accounts (monthly)
- Support the Finance Manager with projects and tasks when required
- Support Finance Manager in preparation for Annual Financial Audit
- Provide support as required in preparation for Quality Management System Audit
- Follow company finance processes

Travel Administration:

- Arrange travel for reunions, healing camps and special projects ensuring proper company processes are followed
- Liaise with Travel Agency to organise necessary bookings
- Organise necessary travel changes
- Follow up and reconcile credits when bookings are cancelled

Office Administration:

- Support reception services and cover reception when required
- Fleet management: organize vehicles servicing accordingly, maintain and file vehicle log sheets, maintain and update vehicle register
- Organise and conduct staff induction
- Assist with the Quality Management System processes and updating relevant information
- Provide periodic reports as required
- Record keeping and filing
- Organise office maintenance and repairs as required
- Collaborate with reception to maintain appropriate stationary inventory levels and organise reorder of supplies
- Other duties as directed

Self-Management and Team Contribution:

- Display good behaviour practices in alignment with the organisation's values
- Participate in the Performance Review process
- Contribute to effective team performance and attend team meetings
- Comply with Link-Up (Qld) Policies and Procedures
- Follow all safety procedures and contribute to a safe work environment

Develop and Maintain Linkages:

- Maintain productive working relationships with stakeholders including but not limited to funding bodies, community agencies and clients.
- Work to foster productive relationships with all staff and Directors at Link-Up (Qld).

Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. Link-Up (Qld) can direct you to carry out duties which it considers are within your level of skill, competence and training to meet business needs.

Essential Selection Criteria

- Strong knowledge and proficiency in MYOB
- Mid to high proficiency in Microsoft Office 365 Suite
- Heightened attention to detail
- Demonstrated understanding of historical and contemporary issues concerning Aboriginal and Torres Strait Islander people
- Able to proactively prioritize tasks and meet deadlines
- Demonstrated ability to work autonomously
- Excellent intra and cross-team communication skills
- Pro-active and collaborative approach
- Good written and oral communication skills
- Adaptability

Desirable Criteria

- Previous finance officer experience
- Previous administrative experience
- Proven events coordinating experience
- Current driver's license