

**COMMUNITY TRANSITIONS**  
**JOB AND PERSON SPECIFICATION**



<b>Title of Position</b>	Finance Officer (Accounts Receivable / Payroll)	<b>Position Number</b>	
<b>Division</b>	Executive and Administration	<b>Award</b>	SCHCDS
<b>Organisation</b>	Community Transitions	<b>Classification</b>	Level 4
<b>Location</b>	Adelaide	<b>Salary Range</b>	per award
<b>Delegated \$ Authority</b>	Nil	<b>Probation Period</b>	6 months (for new employees)
<b>Position Type</b>	As per contract	<b>Hours/week</b>	As per contract

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**JOB SPECIFICATION**

**1. Summary of the broad purpose of the position, in relation to organisation goals.**

The Finance Officer (Accounts Receivable / Payroll) is responsible for –

- Delivering the day-to-day financial and administration functions of accounts receivable, from invoice generation through to following up outstanding amounts.
- Providing regular back up support for payroll.
- Providing back up support if required for accounts payable.
- Delivering high quality financial information and reporting within tight timeframes.
- Providing comprehensive administrative and financial services.
- Providing support and assistance to the Accountant and Chief Financial Officer.

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**2. Reporting/Working Relationships**

The Finance Officer (Accounts Receivable / Payroll) reports to the accountant and works closely with the HR Administrator / Payroll Officer and the Finance Officer (Accounts Payable).

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**3. Special Conditions**

Some out of hours work may be necessary and such to be negotiated on an as needs basis with the Accountant. Some intra-state travel may be required. A current SA driver's licence is required.

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**4. Statement of Key Outcomes and Associated Activities**

Contribute to the effective financial management by –

- Understanding all sources of income for the organisation and generating invoices or performing other billing duties to ensure income is received in a timely manner.
- Maintaining an accurate and closely monitored Aged Receivables report.
- Follow up on late receipts as and when necessary.
- Receiving donations from several sources.
- Working closely with the HR Administrator / Payroll Officer to provide backup payroll services as required, including all relevant reporting and payments.
- Processing relevant end of month journals and assisting with preparation of monthly financial reports.
- Performing monthly general ledger reconciliations.
- Ensuring monthly, quarterly and year end system reports are correct and filed for audit purposes.
- Liaising with managers, auditors' other external parties as required.
- Maintaining the Financial and Accounting Policies and Procedures Manual.

- Maintaining knowledge of systems and procedures in order to provide backup for the Finance Officer (Accounts Payable) and HR Administrator / Payroll Officer.
- Contributing to Quality Management processes in CT.
- Ensuring that CT and the services we provide are promoted in a positive manner to the community.
- Role modelling appropriate behaviours and facilitating the delivery and integration of the CT Culture Statement and practices.
- Facilitating transparency and encouraging reporting of concerns, particularly in relation to bullying, discrimination and/or harassment in line with CT “Zero tolerance” approach.
- Ensuring the requirements of the Privacy Act are met.
- Complying with CT policies, directives, and guidelines.
- Performing any other duties as directed.

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## 5. Work Health and Safety

A safe work environment must be maintained in accordance with the organisation’s Work Health and Safety Policies and Procedures.

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## PERSON SPECIFICATION

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### ESSENTIAL MINIMUM REQUIREMENTS

#### Educational/Vocational Qualifications/Clearances

- Demonstrated business acumen and an understanding of accounting systems and processes.
- Intermediate skills in MS Suite including Excel, Office 365, Word, and SharePoint.
- National Police Clearance and current SA Driver’s License.

#### Personal Abilities/Aptitude/Skills

- Strong reconciliation, excel and analytical skills to work independently, analyse problems, devise appropriate solutions, and exercise initiative and judgement.
- Proven ability to communicate effectively, both verbally and written, with people at all levels, including tact and diplomacy in dealing with sensitive and confidential information.
- Strong organisational skills with proven ability to plan, manage and prioritise a busy and diverse workload.
- Excellent attention to detail, efficiency, and effectiveness in data input.
- Work well both in a team and with independently.
- Excellent customer service skills.

#### Experience

- Extensive experience as a finance officer in accounts receivable related role where attention to detail and an ability to process large volumes of data with high level of accuracy is required.
- Payroll processing and record keeping in a large organisation.
- Experience in providing excellent customer service as the first point of contact to a broad range of stakeholders.
- Significant experience in the use of computerised systems, including Microsoft Office and financial management systems and databases.
- Experience in undertaking reconciliations and following up and resolving outstanding issues.

#### Knowledge

- Thorough understanding of wider accounting principles and procedures.
- Preparing and formulating financial information and/or reports.

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**DESIRABLE CHARACTERISTICS**

**Educational/Vocational Qualifications/Clearances**

- Qualifications/training in bookkeeping, accounting, business studies or similar.

**Personal Abilities/Aptitudes/Skills**

- Collaborative, innovative and a team player.
- Easy going with a “can do” attitude.

**Experience**

- Experience in accounts payable (or willing to learn).
- Experience in a not for profit or grant funded business environment.
- Experience in the use of Greentree accounting system.

**Knowledge**

- Advanced MS Excel knowledge.
- Process improvement design and documentation.

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**Acknowledged by Occupant**

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(Name)

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(Signature)

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Date