

## NGANAMPA HEALTH COUNCIL INC JOB DESCRIPTION

<b>POSITION TITLE:</b>	Finance Officer
<b>SECTION:</b>	Regional
<b>LOCATION:</b>	Alice Springs
<b>AWARD:</b>	Aboriginal Community Controlled Health Services Award
<b>CLASSIFICATION:</b>	Grade 4
<b>SUPERVISED BY:</b>	Accounts Manager
<b>RESPONSIBLE TO:</b>	Chief Financial Officer

### SUMMARY OF RESPONSIBILITIES

The position will perform a range of accounts tasks including:

- Accounts payable
- Accounts receivable
- Month end, quarterly and annual reporting

### JOB DUTIES

- Record and issue order books
- Match purchase orders with invoices and validating their correctness
- Scan purchase orders, invoices and other documents
- Match invoices with credit card statements and follow up missing invoices and purchase orders
- Make payments via credit card as requested
- Liaise with suppliers, staff and customers
- Reconcile creditor statements and follow up missing invoices
- Process debtor and creditor invoices
- Prepare accrual for electricity
- Staff expense reimbursements and travel allowance payments
- Filing and archiving
- Relieve for the Account Manager when not available
- Calculate quarterly Fuel Tax Credit claimable with the ATO
- Calculate staff electricity and phone usage for Fringe Benefits Tax Return
- Assist with administrative tasks within the office
- Learn payroll functions and assist if required
- Yearend preparation of Audit
- Any other duties as requested by the Accounts Manager or Chief Financial Officer



## **RELEVANCE TO NGANAMPA HEALTH COUNCIL STRATEGIC PLAN**

- The Finance Officer position contributes to the delivery of effective finance and administration services which are critical to the organisation achieving outcomes recorded in the strategic plan
- Assists Nganampa Health Council to attract and retain highly quality staff by ensuring that staff are paid their entitlements when they fall due

## **REQUIREMENTS - SELECTION CRITERIA**

- Relevant Certificate/Diploma/Degree in Accounting and/or demonstrated experience in a similar role
- Experience with Xero accounting software or similar eg Quickbooks or MYOB
- Intermediate level experience with Excel and Word
- Experience with electronic purchase order software such as ApprovalMax or similar
- Previous relevant work experience
- Excellent organisational skills
- Clear written and verbal communication skills
- Ability to work responsibly with minimal supervision, plan and use time effectively to meet deadlines
- Good numeracy and literacy skills  
high level of accuracy and close attention to details
- Ability to work as part of a team and learn new skills
- Ability to work in an Aboriginal controlled organisation
- Passion for improved socioeconomic outcomes for Aboriginal people
- Current driver's licence

## **TERMS AND CONDITIONS OF EMPLOYMENT**

- New appointments are probationary for the first six months.
- The position is full time
- Some additional work hours will be required from time to time. Time off in lieu within set guidelines is available. There are no paid overtime provisions applicable to this position
- Appointment will be conditional upon a satisfactory police check



<b>SALARY AND CONDITIONS</b>
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<b>Base Salary circa</b>	\$60,000 - \$70,000
<b>Superannuation</b>	9.5% OTE
<b>Annual Leave</b>	5 Weeks
<b>Leave Loading</b>	17.5%
<b>Study Leave</b>	Up to two weeks negotiable
<b>Airfares</b>	One return airfare annually if appointed interstate
<b>Relocation Allowance</b>	Negotiable

