JOB DESCRIPTION FORM

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| Effective date of document | 28/08/2018 |
| Award | ACCHS |
| Award Type | Admin |

**POSITION IDENTIFICATION**

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| **Title:** | **Finance Officer - Travel** |
| **Reports to:**  **Supervision of:** | **Finance Supervisor**  **Nil** |
| **Relationships – Internal**   * All other Units   **External**   * Airlines & Accommodation Providers * Other Suppliers as required | |
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| **Duty Statement** |
| This position undertakes travel bookings and employee reimbursement functions of the accounts unit for the Kimberley Aboriginal Medical Services Ltd (KAMS Ltd)  **Kimberley Aboriginal Medical Services is a smoke-free organisation and smoking is prohibited in and around all buildings, vehicles and grounds.** |

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| **Key Responsibilities**  **Travel**   * Receive travel request forms. Check completion, signing and authorisation. Enter Travel Requests into Travel Diary. Arrange flight bookings, accommodation booking, hire car if required, taxi vouchers if required. Check related meals claims and schedule for payment when due.   **Finance**   * Process KAMS and KRS staff weekly electronic payments for travel claims and reimbursements. * Maintain taxi voucher registers * Receive reimbursement claim forms. Check Claims cost codes, calculations and signatures. * Receive phone subsidy reimbursement claims. Maintain register of subsidies. * Print invoices for flight bookings, credit card accommodation bookings. Copy travel request forms for each for credit card entry to follow. * Monthly compiling all related papers for credit card payments. * Other duties as required. |

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| **Selection Criteria** |
| **Essential:**   * Demonstrated initiative and ability to work well under pressure with minimal supervision, meeting deadlines and commitments in a team based environment * Demonstrated proficiency in computer and keyboard skills with particular emphasis on experience in using Microsoft products including Excel and Word * Demonstrated commitment to professional development * Demonstrated sound level of interpersonal and communication skills, including understanding of Indigenous culture and the ability to effectively communicate with Indigenous people * Commonwealth Police Clearance   **Desirable:**   * Demonstrated sound knowledge of and experience in using computerised accounting systems * Experience in using MYOB or Reckon * Current “C” Class Western Australian Driver’s Licence |

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| **Certification** |
| **The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.**  KAMS CEO  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  **As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.**  Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Appointed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

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| **About KAMS**  [**www.kams.org.au**](http://www.kams.org.au) |
| KAMS (Kimberley Aboriginal Medical Services Ltd) is a regional Aboriginal Community Controlled Health Service (ACCHS) resource organisation providing a collective voice for a network of member ACCHS from towns and remote communities across the spectacular Kimberley region of Western Australia.  Our major role is in advocacy and support for our ACCHS members, in addition to KAMS being directly responsible for the provision of comprehensive primary health care in 5 remote Aboriginal community clinics at Balgo, Billiluna, Mulan, Beagle Bay and Bidyadanga. Our member ACCHS are based in Kununurra (OVAHS – Ord Valley Aboriginal Health Service), Halls Creek (YYMS – Yura Yungi Medical Service), Derby (DAHS – Derby Aboriginal Health Service) and BRAMS (Broome Regional Aboriginal Medical Service).  The KAMS Work force Support and Development Unit provides a model of integrated health education, incorporating accredited training for medical undergraduates and postgraduates, as well as support and non accredited training across the Kimberley.  KAMS is also responsible for the development and management of Renal Services for the Kimberley, including satellite dialysis services and support and coordination of local primary health care services in the provision of renal education and prevention, early detection and better management of established kidney disease and coordination of care for those in advanced stages of kidney disease.  The KAMS regional collective of ACCHS is a major employer in the Kimberley, with Aboriginal people representing more than 70% of its 300+ strong workforce.  KAMS's regional support includes:   |  |  | | --- | --- | | * Population Health * Social and Emotional Well Being * Health Promotion * Information Technology * Pharmacy Support and Training * Corporate and Financial Services | * Research * Regional Renal Services * Undergraduate and Postgraduate Medical Training |   Staff may not smoke while in uniform or when they are acting in an official capacity off site. Smoking is prohibited in and around all buildings, vehicles and grounds. |