

POSITION DESCRIPTION

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| Job Title: | Finance and Rostering Officer | Service: | St Paul's Lutheran Aged Care Village |
| Division: | Aged Care | Revised: | Oct 2017 |
| Conditions: | LCC Aged Care Services Enterprise Agreement 2013 Clerical Level 3 | | |

Purpose of the Role

To undertake roster creation and maintenance, to support financial processes and provide administrative assistance as required.

Operating Environment

This position is located in Caboolture at St Paul's Lutheran Aged Care Village of Lutheran Services a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in Queensland.

St Paul's Lutheran Aged Care Village

St Paul's is a 61 bed facility established in 1993 that offers an 'Ageing in Place' program for residents with 37 independent living units on site.

Reporting Relationships

The Finance and Rostering Officer will report to the Service Manager and Systems and Administration Coordinator at St Paul's and work in close collaboration with the Support Centre Payroll team. This position has no supervisory responsibilities.

Major Responsibilities

Within the policies established by Lutheran Services and working in collaboration with relevant managers and employees, the occupant of this position will:

- Prepare and distribute rosters for a 24 hour, 7 day service, provide roster information to managers and staff as requested and appropriate and ensure the rosters are kept up to date daily with shift changes;
- Undertake reporting and analysis of rostering data and ensure compliance with contemporary rostering practices as required;
- Reconcile credit cards and petty cash;
- Assist with financial enquires from Lutheran Services Support Centre
- Act as reception and administration relief and undertake other project support and miscellaneous duties as required.

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Qualifications and Experience

Incumbent must possess previous experience in the creation and maintenance of 24 hour, 7 day rosters as well as experience performing the required financial tasks. This role requires problem solving skills and a proven ability to work to deadlines with strict attention to detail. Intermediate MS Office skills are essential. The incumbent should also be comfortable working in a small team environment on a wide range of simultaneous tasks and changing priorities.

This position requires maintenance of a Positive Federal Police check.

The incumbent may be required to provide consent for Lutheran Services to obtain their workers' compensation claims history and information in relation to pre-existing medical conditions or injuries relevant to this position and submit to a pre-employment medical.

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| NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organisation. |
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