



## Puntukurnu Aboriginal Medical Service

### Job Description Form (JDF)

<b>Position Title:</b>	Finance Assistant
<b>Reporting To:</b>	Accountant
<b>Award:</b>	<i>Aboriginal and Torres Strait Islander Health Workers and Practitioners and Aboriginal Community Controlled Health Services Award 2020 (Cth)</i>
<b>Award Classification:</b>	Administrative Grade 1
<b>Hours:</b>	1.0 FTE (75 hours per fortnight)
<b>Direct Reports:</b>	Nil
<b>Effective Date :</b>	30 <sup>th</sup> September 2022
<b>Review Date:</b>	30 <sup>th</sup> September 2023

### Position Overview

The Finance Assistant directly reports to the Accountant and is accountable to the Corporate Services Manager. Working closely with the Purchasing Officer and Assistant Accountant, the Finance Assistant delivers effective administrative support across the Finance Work Group at Puntukurnu Aboriginal Medical Service.

### Position Responsibilities

#### A. Generalist Responsibilities

- Ensure timely and accurate data entry of financial transactions with a special focus on recording of invoices and other accounts payable;
- Matching Purchase Orders to Suppliers' invoices ensuring accuracy;
- Following up with relevant PAMS staff as to whether the goods / services have been received;
- Assist with maintenance of all PAMS purchase order books to ensure current record of purchasing goods and services, as and when directed;
- Maintain financial registers and a highly organised filing system in accordance with relevant legislative audit requirements and organisational policies and procedures;
- Maintaining the PAMS Accounts email addresses;
- Ensure all documents are filed and stored appropriately including the faxing, scanning and filing of documents;
- Follow up with clients, suppliers and vendors as needed;
- Support Assistant Accountant with fortnightly monthly payroll when directed;

- Contribute to the development and improvement of financial systems and processes;
- Assist in the monitoring of financial compliance and undertake any other general administrative functions; and
- Any other duties as directed.

The occupant of this position will be expected to comply with and demonstrate a positive commitment to the highest level of achievement in Equal Employment Opportunity, Work Health & Safety, Code of Conduct, Quality Improvement, Performance Management, Client Focus and Confidentiality throughout the course of their duties.

### **General Responsibilities**

1. Demonstrate a strong commitment to uphold and contribute to the organisation's mission, objectives and values.
2. Comply with all organisational policies and procedures.
3. Support and promote teamwork through open communication, collaboration and contribute to a positive workplace culture.
4. Attend and participate in professional development activities including workshops and training as required.
5. Actively participate in continual quality improvement and the organisation's quality management system.
6. Comply with all applicable legislation including duty of care laws, professional standards, anti-discrimination, bullying and sexual harassment legislation
7. Attend and participate in Employee Development Days.
8. Participate and comply with all Work Health & Safety responsibilities as per the *Work Health and Safety Act 2020* (WA).
9. Identify and assist to reduce Work Health & Safety hazards and risks.
10. Follow the reasonable direction of Work Health & Safety representatives.

### **SELECTION CRITERIA**

#### **ESSENTIAL:**

- Possess well developed administrative skills, including strong attention to detail, accuracy and time management skills;
- Demonstrated well developed written and verbal communication skills.
- Proficiency in the use of business technology and desktop applications; including the use of Microsoft office packages;
- The ability to maintain a high level of professionalism and confidentiality;
- Ability to work with minimal supervision and to work to deadlines; and
- Demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander peoples.

#### **DESIRABLE:**

- The person identifies as Aboriginal and/or Torres Strait Islander and is acknowledged as such by their community;
- Possession of/Working towards tertiary qualification in Finance or a related field;

- Experience in finance, business or a related field.

### **APPOINTMENT FACTORS**

<b>Location:</b> Based in Newman, with travel required to remote communities and other locations as required.	<b>Accommodation:</b> Nil
<b>Allowances/Conditions:</b> <ul style="list-style-type: none"> <li>• Employment is conditional pending the outcome of: <ul style="list-style-type: none"> <li>the Federal Police Clearance;</li> <li>where required comply with legislative checks</li> </ul> </li> <li>• Unencumbered 'C' class Manual Driver's Licence</li> </ul>	<b>Specialised Equipment Operated:</b> Ability and willingness to drive 4WD vehicles

### **ACKNOWLEDGEMENT**

As occupant of the position I have noted the statement of duties and responsibilities and other requirements as detailed in this document.

Name	Signature	Date Appointed	Date