

POSITION DESCRIPTION

Position Title:	Finance Officer – Accounts Payable
Location:	Box Hill
Reporting to:	Finance Accountant
Direct Reports:	0

ORGANISATIONAL CONTEXT

Our Vision

The Society aspires to be recognised as a caring Catholic charity offering ‘a hand up’ to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

Our Mission

The St Vincent de Paul Society (the Society) is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

Our Values

- **Commitment:** Loyalty in service to our mission, vision and values
- **Compassion:** Welcoming and serving all with understanding and without judgement
- **Respect:** Service to all regardless of creed, ethnic or social background, health, gender, or political opinions
- **Integrity:** Promoting, maintaining and adhering to our mission, vision and values
- **Empathy:** Establishing relationships based on respect, trust, friendship and perception
- **Advocacy:** Working to transform the causes of poverty and challenging the causes of human injustice
- **Courage:** Encouraging spiritual growth, welcoming innovation and giving hope for the future

Our Services

The St Vincent de Paul Society’s members and volunteers provide practical support, advocacy and friendship to the most vulnerable in our community.

Key services include home visitation; youth programs; soup vans; assistance for asylum seekers and refugees; Compeer programs for people experiencing mental illness; education and tutoring; overseas development programs and a range of accommodation and social services through the VincentCare Victoria network.

Volunteer service is the backbone of the St Vincent de Paul Society. The Society is made up of dedicated ‘members’; all who volunteer their time to undertake a range of community support activities at a local level (‘conference’), semi-regional level (‘regional’), regional level (‘central’), and state level (‘state’). There are also a number of volunteers who form part of collaborative state and national committees, special works and also service the Vinnies Shops.

The St Vincent de Paul Society in Victoria has more than 3,458 members and 8,660 other volunteers. In Australia, there are 19,950 members and 38,025 volunteers. Internationally, the Society operates in 150 countries and has over 800,000 members and volunteers.

PURPOSE OF ROLE

Support members and volunteers to be effective in their responses to the most disadvantaged in our communities.

This position contributes to the provision of high quality financial services to the Society.

In particular, the position is responsible for:

- provide accurate and timely processing of Vendor payments
- assist in the maintenance of the Corporate Credit Card facilities for the Society, including applications and regular performance reporting throughout the financial year,
- accurate recording and maintenance of the Society's Corporate Credit Card facilities
- administrative oversight of the Society's on-line Corporate Credit Card acquittal system

KEY ACCOUNTABILITIES

Key Accountability	Deliverables
Contribute to the organisational culture	<ul style="list-style-type: none"> • Demonstrate understanding and empathy with the mission and ethos of the St Vincent de Paul Society and ensure the Society's values are incorporated into all aspects of the performance of the role • Respect the Catholic values inherent within the Mission of the organisation and the expression of spirituality and reflective practice in the workplace • Positively contribute to and influence organisational culture • Actively participate in activities that develop your personal and professional skills, knowledge and experience • Regularly attend and actively participate in all team / divisional and organisational meetings • Contribute to developing a culture of continuous improvement and respond positively to change
Safety - Staff	<ul style="list-style-type: none"> • Take reasonable care for your own safety and that of others that may be affected by your actions or lack of actions • Identify and report hazards within 24 hours of them occurring on the incident reporting system • Manage day to day risks in line with policy and procedures
Accounts Payable	<ul style="list-style-type: none"> • Accurate and timely preparation and processing of invoices • Accurate and timely drawing of approved EFT, BPay & cheque payments including obtaining authorisation from signatories • Answer queries as required from vendors / staff / volunteers • Processing of Capital Items to Fixed Asset Register • Maintenance of the Vendor Master File • Ensure Vendors are paid in accordance with Society Policy • Complete credit applications as required
Administration	<ul style="list-style-type: none"> • Systematic, up-to-date & complete accounts records • Assist with Department administrative functions including word processing, copying, filing, shredding and faxing. • Accurate recording of Petty Cash in accordance with the Petty Cash Policy. • Maintenance and distribution of Cab Charge books/vouchers.

POSITION CONTACTS

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
Finance Accountant	Internal	<ul style="list-style-type: none"> Direct reporting, provision of information and support
Manager Financial Operations	Internal	<ul style="list-style-type: none"> Liaison and communication to ensure consistency and accuracy of information Ensure compliance with Society Policies and Procedures
Regional Council and Conference President/ Treasurers and Volunteers staff	Internal	<ul style="list-style-type: none"> Direction, support and guidance as required
Commonwealth Bank of Australia	External	<ul style="list-style-type: none"> Liaison to ensure all aspects of the Society's Corporate Card Facilities are compliant with current Agreements
Department Staff, and Society Corporate Credit Card holders	Internal	<ul style="list-style-type: none"> Direction, support and guidance as required

DELEGATIONS OF AUTHORITY

You will be required to work within the delegations of authority policy.

KEY REQUIREMENTS

Qualifications

- Tertiary qualifications in finance, accounting or bookkeeping

Skills

- Ability to process records quickly and accurately, with an awareness of the policy and legal implications of the role
- Demonstrated experience in finance administration and a working knowledge and demonstrated experience in banking systems and reconciliations of large volumes of data
- Demonstrated experience using MS Office, especially Excel and Accounting Systems
- Demonstrated experience with Commbiz or equivalent banking systems
- Demonstrated experience in working with ProMaster InLogik or equivalent system

Knowledge / Experience

- Experience working with a not-for-profit organization
- Demonstrated experience with Navision 2013/Jet Essentials



Attributes

- Behaves in an ethical and professional manner at all times
- Ability to work both independently and as part of a larger team
- Ability to form relationships within various parts of the organisation
- Ability to set priorities and work within timeframes and deadlines
- Attention to detail, strong focus on accuracy and ability to analyse figures
- Demonstrate smooth and timely organisational ability
- Ability to make considered decisions and solve complex problems
- Ability to mentor and provide guidance for less experienced staff

THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.