



St Vincent de Paul Society

good works

POSITION DESCRIPTION

Position Title:	Finance Officer - Conference Support
Location:	Box Hill
Reporting to:	Management Accountant - Conferences
Direct Reports:	Nil

ORGANISATIONAL CONTEXT

Our Mission

The St Vincent de Paul 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 Vision

The St Vincent de Paul 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 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

St Vincent de Paul Society serves in over 145 countries around the world. In Australia, the organisation has provided practical assistance, support and friendship, and has advocated on behalf of communities since its establishment in 1854.

Today, our members, volunteers and employees work together to provide a range of services, supports and programs including: material aid, referrals and linkages to other organisations, advocacy, friendship to people living with a mental illness, opportunities for young people and meals to people in need via our Soup Vans. The organisation also operates retail shops, commonly called 'Vinnies', that raise much needed funds to support households and communities in need. Annually, the organisation assists over half a million people.

PURPOSE OF ROLE

The main purpose of this role is to support the Management Accountant - Conferences with timely financial data which is received from the Treasurers of the Conferences. The collection of the financial data needs to be done in professional and accurate manner.

The duties may from time to time be altered by the Manager Finance to suit the needs of the organisation.

KEY ACCOUNTABILITIES

Key Accountabilities	Actions / results required
1. Banking and Receipting - Conferences	<ul style="list-style-type: none">• Download Daily Bank Balance and transactional data and allocation of all amounts accurately including EFTs and donations for all SVDP accounts. Accurately allocate data in Conference Database.• Maintenance of CBA Banking Products including bank signatories and ordering of bank stationary• Maintain and supply deposit books and Conference stationary, Centres TRF funding to RC form• Prepare the monthly mail out of Bank Statements and associated documents• Import data from the Bank Statement and Conference Database to Accounting System and reconcile as required.• Allocate account codes and reconcile of credit card for state council individually• Ensure all deposits and eft's processed into State Council bank account• Liaise with bank on any discrepancies
2. Accounts Receivable and Banking - Conferences	<ul style="list-style-type: none">• Processing all cheques or Direct Credit on the bank statements to apply to the appropriate Invoices for SC and Centres Bank Accounts• Banking for State Council, Centres and Bursary Accounts• To raise invoices as appropriate• Follow up payments as required and liaise with debtors and answer queries• Operate debtors collections within acceptable parameters as advised by the CFO
3. Conference Returns	<ul style="list-style-type: none">• Audit Conference Returns as they are received (monthly and/or quarterly) to ensure accuracy and correct allocations• Enter/Import audited data into SVDP Conference Database including non-financial data• Follow up recalcitrants as required• Ensure follow up of any required items with Conferences until resolved.• Review and discuss with Management Accountant – Conferences proposed changes to Conference Database to ensure continuous improvement and functionality
4. Accounts Payable - Conferences	<ul style="list-style-type: none">• Accurate and timely preparation and processing of invoices• Accurate and timely drawing of EFT & cheque payments including obtaining authorisation from signatories• Answer queries as required from vendors / staff / volunteers

POSITION CONTACTS

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
Regional Council and Conference President/ Treasurers and Volunteers staff	Internal	<ul style="list-style-type: none"> Direction, support and guidance as required
Management Accountant - Conference	Internal	<ul style="list-style-type: none"> Direct Reporting Liaison and communication to ensure consistency and accuracy of information
Manager Finance	Internal	<ul style="list-style-type: none"> Provision of information and support
Chief Financial Officer	Internal	<ul style="list-style-type: none"> Provision of information and support
Centres Managers/Treasurers, Corporate Services and Casual staff as required	Internal	<ul style="list-style-type: none"> Direction, support and guidance as required

Key Performance Indicators

These will be developed by the Manager in consultation with the incumbent and will regularly be reviewed.

FINANCIAL AUTHORITY - Nil

KEY SELECTION CRITERIA

ESSENTIAL

- Excellent Customer Service and Support
- Demonstrated ability to process records quickly and accurately, with an awareness of compliance
- Demonstrated experience and a working knowledge in finance administration, 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

ATTRIBUTES

- Strong focus on accuracy and attention to detail
- Ability to set priorities and work within timeframes and deadlines
- Strong organisation, interpersonal and communication skills (both verbal and written)
- Ability to work both independently and as part of a larger team
- Ability to work within the ethos of the Society

DESIRED

- Tertiary qualifications in a related field
- Experience working with a not-for-profit organisation
- Demonstrated experience with Navision 2013/Jet Essentials

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.

It is a requirement of the Society that all employees will have a satisfactory National criminal history and a current working with children check.