

Finance Officer

Position Description



Reporting Finance Manager	Location Kalimna	Hours FTE 1.0	Contract Ongoing	Reports TBA	Job Level Technical Specialist
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Aboriginal and Torres Strait Islanders encouraged to apply

Role Purpose

The Finance Officer is responsible for supporting the management of the day-to-day financial operations of GLaWAC including accounts receivable and payable whilst ensuring adherence to accounting standards and managing risk. This includes financial reporting, general accounting functions including accounts payable (AP) accounts receivable (AR) and debt collection.

The Finance Officer will provide support to the Finance Manager and liaise with all Managers regarding day to day finance processing. You will also support the management of the payroll function and support any appropriate day-to-day enquiries.

The role will support the Finance Manager with preparation of financial reports, maintaining current finance systems and maintaining controls.

The Role



Support the management of financial operations including AR and AP in conjunction with business leaders. Implement continuous improvement. Adhere to all statutory and legislative requirements.



Locate, gather and submit all required financial information to Managers, Executives, Auditors where required.



Comply to GLAWAC's delegation requirements. Maintenance and reconciliation of all bank accounts including credit cards, and payroll.



Supporting and coaching trainees to learn all financial process. Build strong relationships with internal and external stakeholders.



Support the management of the end-to-end payroll process ensuring all statutory requirements are met. Support all payroll functions.



Work with the lines of business to provide financial administrative support as required.



Support the Management of Annual PAYG summaries; end of Month reports including: Superannuation & Child Support. Support the salary packaging offering to staff.



Prepare effective reports and/or presentations to communicate with the audience, taking into consideration the needs of the audience.

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Essential Skills/Experience

- Certificate IV in finance or business competencies or demonstrated experience.
- Demonstrated experience in working effectively with Aboriginal people, and the ability to communicate sensitively on cultural safety matters.
- Ability to build working relationships, liaise and consult with internal and external stakeholders, and to effectively communicate with Aboriginal community and people at all levels of Government.
- Extensive experience managing finance, administration and payroll functions.
- Excellent attention to detail.
- Competent computer skills, particularly finance and payroll software and MS Office.
- Commitment to your work and team.
- Knowledge of, and ability to keep up to date with, changing legislation as it relates to payroll and finance policy and processes.
- Appreciation of segregation of duties and financial risk management.

Other Requirements

- Undertake all work in a safe, responsible manner using the correct safety practices to comply with relevant OHS legislation and company policy.
- Although we may offer work flexibility to work from home, the employer can direct you to return to the office.
- Role Model the GLaWAC values and inspire the team to do the same.
- Undergo vaccinations where applicable.
- Current Victorian Manual Driver's Licence.
- Mandatory random Drug and Alcohol Testing (Policy Agreement).
- Working With Children Check and/or Police Check.
- Other duties as required.

Core Leadership Capabilities

1. Cohesive – have each other's backs
2. Cultural – have the REAL conversations
3. Courageous – Be respectful and safe
4. Persistent – Be committed to the purpose and lead by example