



Position Description

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| POSITION TITLE | Finance Officer |
| LOCATION | Middle Crescent Facility |
| BUSINESS UNIT | Administration |
| RESPONSIBLE TO | Finance Manager <i>The role has an indirect report to the Management Accountant for work priorities.</i> |

VALUES

Choice

- ✚ We value the right to choose and select from options that best suit individuals to live the life they choose.

Community

- ✚ We value a strong and socially inclusive community that supports the wellbeing of our clients, families, staff, volunteers and supporters.

Collaboration

- ✚ We recognise that by working together effectively we can achieve better outcomes and achieve our goals.

Empowerment

- ✚ We encourage and support independence, informed decision-making and innovation to build confidence and competence.

Enthusiasm

- ✚ We strive to provide selfless, enthusiastic service with a friendly attitude, positive thinking and peer encouragement that fosters a happy environment.

Engagement

- ✚ We are committed to building strong relationships, interactions with clients, carers and the broader community that promote active engagement through participation, consultation, learning and partnerships.

Excellence

- ✚ Service excellence is more than what we provide, it's how we think and act. We work to achieve excellence in all we do and always aim to attain the best possible results while striving for continuous improvement.

ORGANISATIONAL OVERVIEW

Bayley House is a not-for-profit organisation which provides individually tailored services for adults with an intellectual disability throughout the course of their lives. This is accomplished through person-centred delivery of day programs and supported accommodation, including a respite centre and an Independent Living Complex.

Administration Department

The primary function of the Administration Department is to manage all administrative, including fiscal, functions of Bayley House.



Position Description

ROLE OBJECTIVE

The primary role of the Finance Officer is to assist the Finance Manager in the administration of Bayley House's financial accounts, including accounts payable, accounts receivable and accounts reconciliation.

RELATIONSHIPS

The Finance Officer must maintain contact and positive relationships with:

Internally:

- + CEO, Finance Manager, Payroll and Senior Managers.
- + All employees.
- + Clients, and parents, carers and family members.

Externally:

- + Customers, suppliers, agencies and authorities as required.

KEY RESULT AREAS AND TASKS

Standard of conduct

1. To abide by the Code of Conduct of Bayley House.
2. To abide by the policies and procedures of Bayley House.
3. To maintain a harmonious and courteous and sensitive attitude towards clients, the public, staff and volunteers.
4. To maintain the privacy and confidentiality of all residents/clients, staff and organisational information.
5. To adhere to 5th working day after the end of month deadlines.

Supervision and Accountability

The Finance Officer reports to the Finance Manager, with an indirect report to the Management Accountant for work priorities.

They are capable of functioning semi-autonomously, and prioritising work within established policies, guidelines and procedures. They are required to:

- a. Respond to requests quickly and efficiently.
- b. Plan and prioritise to manage competing deadlines.
- c. Exercise judgement in dealing with requests for urgent information.
- d. Maintain a good knowledge of Bayley House, processes and issues in order to be able to handle enquiries effectively in a complex environment.
- e. Exercise initiative and sound judgment in determining what needs to be brought to the immediate attention of the Finance Manager.

Position Description

Position Objectives

1. Daily/periodic Invoicing – process sales invoices upon receipt of invoice requests.
2. Receipt of payments – process cheque payments, credit card transactions and direct deposits.
3. Processing and reconciling all Bayley House Bank Accounts.
4. Banking – cheques and cash.
5. Updating masterfiles (banking, set up and maintenance of suppliers, invoice templates etc.).
6. Processing of creditors invoices.
7. Raising of payments ensuring proper authorisations via cheque and electronic funds transfer.
8. Reconciling of supplier statements as required.
9. Processing of corporate cards and accounts (debit cards, fuel purchases, fleet cards, groceries) including reconciliation and ensuring corporate purchasing policy is being adhered to.
10. Processing client pays.
11. Manage and reconcile petty cash.
12. Responding to account payable and accounts receivable queries.
13. Following up on overdue accounts, including sending reminders and statements.
14. Support the Finance Manager with activities such as financial reporting and drafting correspondence to clients, customers and suppliers.
15. Photocopying/Printing and collating paperwork.
16. Filing paperwork, including filing and document management for suppliers and customers.

Policy and Planning:

1. Implement all requirements of the State and Federal privacy legislation.
2. Ensure that all organizational policies and procedures are effectively implemented in the service.
3. Raise any concerns, ideas or possible enhancements to the policy and procedure framework with the Finance Manager.
4. Participate cooperatively in any service audit.
5. Be involved and contribute to the quality improvement processes in line with the Quality Framework for disability services in Victoria and implement all necessary practices.
6. Comply with Bayley House management practice including financial/human resource delegations and relevant legislation on Occupational Safety & Health and Equal Opportunity.

Position Description

Team Work

1. Work constructively with other Bayley House staff and management to actively develop innovative services and, in particular (but not limited to):
 - a. in relation to the further development of the financial section;
 - b. to raise any maintenance, equipment or financial management concerns with the team and the Finance Manager; and
 - c. to work to resolve problems and report on issues relating to financial services or breaches of Bayley House Policy and Procedures.
2. Participate in performance management and quality improvement processes.
3. Attend and actively participate, in a positive manner, in relevant staff meetings.

Quality

1. Comply with Bayley House's quality management system.
2. Be able to interpret and apply all relevant procedural and legislation guidelines, policies and standards.
3. Actively participate in identifying and forwarding information and data to the Finance Manager that could assist in the identification of service issues, gaps and opportunities.
4. Contribute to the maintenance and improvement of Bayley House's quality management system as required.

Administration

1. Utilise the Bayley House financial databases and systems effectively.
2. Develop budgets for each activity as necessary and monitor, document and account for all expenditure.
3. Record and report any breaches of policy and procedures to the Finance Manager.
4. Be punctual, complete work hours and make efficient use of time spent at work.
5. Complete all required paperwork and reports in a timely manner according to deadlines.

Occupational Health and Safety (OH&S)

Note: Under the OH&S Act 2004 all members of the workplace have a responsibility to keep themselves and others in the workplace safe.

1. Identify, document and report to the Finance manager any OH&S issue.
2. Comply with all policies and procedures relating to OH&S.
3. Undertake all work practices in a safe manner.
4. Report any injury or near miss in the appropriate manner i.e. an Incident Report or Injury Register (as relevant) and report it to the Finance Manager.
5. Ensure all equipment that is provided for OH&S reasons is utilised as appropriate and in a safe working manner.
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Position Description

7. Exhibit a commitment to continuous improvement.
8. Take responsibility for their own actions and take all steps to ensure their own safety and/or the safety of others.

KEY SELECTION CRITERIA:

This position requires significant experience in the provision of financial administration services, preferably in the not-for-profit sector.

Selection will be based on assessing an applicant's skills, knowledge, past performance and the attributes relevant to the work assignment, as listed below.

Qualifications and Experience:

- Minimum 5 years' experience in similar financial administration role.
- Tertiary qualification/experience, with strong knowledge of general accounting principles including accounts receivable and account payable processes and procedures.
- Microsoft office – particularly Word and Excel.
- Experience with SAP B1 or equivalent financial software.

Mandatory Skills and Attributes

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| • Strong knowledge of accounts payable and accounts receivable processes and procedures. |
| • Excellent financial systems knowledge of SAP or similar Financial Management Information System. |
| • Strong IT skills including MS office and databases |
| • Ability to maintain a high level of accuracy and attention to detail in preparing and entering financial information. |
| • Excellent problem solving and reconciliation skills. |
| • Self-motivated and able to work with little supervision, both independently and as part of a team. |
| • Good working knowledge of relevant financial legislation. |
| • Demonstrates initiative and ability to recommend process improvement initiatives within the context of operational and legislative requirements. |
| • High level organisational skills and the ability to balance multiple priorities to meet work deadlines. |
| • Ability to maintain confidentiality, be discreet and tactful, and act professionally at all times. |
| • Well-developed communication, negotiation and interpersonal skills for liaising with staff, visitors, incoming callers, creditors, suppliers, agencies and other external bodies |
| • Demonstrated experience liaising with a broad range of internal and external |



Position Description

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| stakeholders by telephone, email and face to face. |
| <ul style="list-style-type: none">• Demonstrated commitment to the principles of workplace diversity, participative management and a safe, healthy and environmentally friendly workplace.• Understanding of occupational health and safety requirements. |
| General Information |
| <ul style="list-style-type: none">• Applicants are required to complete a preexisting injury declaration form.• The position is subject to a satisfactory police check prior to commencement. |

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| Position Description Approved for and on behalf of Bayley House: |
| Signed: _____ Date: _____ Janet Batey CEO (Interim) |
| Name: _____ |

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| I acknowledge and agree that the above job description is a true and accurate description of my current role. |
| Signed: _____ Name: _____ |
| Date: _____ |

This position description forms part of the contract of employment