

POSITION DESCRIPTION

ADMINISTRATION OFFICER, FINANCE

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| Level | SCHADS Level 3 |
| Employment Type | Full-time |
| Reports to | Finance Manager (direct), Senior Manager, Assets and Facilities (indirect) |
| <p>Purpose of the Position</p> <p>This position works as part of the Finance team and is responsible for a broad range of finance and asset management related tasks. The role includes processing accounts payable and receivables, payroll processing, and working with the asset and facilities manager to ensure all Carpentaria assets, including buildings and vehicles, are maintained.</p> | |
| <p>Tasks and Responsibilities</p> <ul style="list-style-type: none"> • Processing general accounts payable and accounts receivable within Xero, and entering data ensuring accuracy for cost and revenue allocation and treatment of GST • Processing corporate credit cards to ensure accurate reconciliations and reporting is completed • Liaising with new customers and suppliers to obtain required information for them to be set up in Xero • Undertaking bank reconciliations including following up with managers and executives to finalise any variances • Ensuring that capital purchases progress to the balance sheet and liaising with the Finance Manager on their allocation • Providing detailed schedules of outstanding payments requiring payment • Preparing debtors reports for funds requiring collection and escalate any issues where required. • Maintaining a database of information for current contracts • Providing support to the Finance Manager and Director of Corporate Services in the completion of audits and reviews • Assisting with end-of-month closing of accounts and systems • Coordinating vehicle repairs and maintenance, including servicing of all Carpentaria vehicles • Delivering vehicles to, and collecting vehicles from, servicing, and assisting in regular vehicle monitoring • Liaising with Directors regarding insurance claims • Contributing to the delivery of the Finance business plan, projects and programs | |
| <p>Essential Criteria</p> <ul style="list-style-type: none"> • Experience in a finance/accounting position, with broad knowledge of general finance and billing processes and procedures • Knowledge and experience working with electronic accounting systems (e.g. Xero) • Experience in data entry, maintaining accurate records and developing analytical reports • High level organisational skills with the ability to prioritise and effectively manage workload while maintaining high levels of accuracy and attention to detail • Sound computer literacy skills, including the effective use of various applications such as email, databases and spreadsheets and ability to learn new systems • High level interpersonal skills, with well-developed written and verbal communication skills | |

- Demonstrated high level customer service skills, with the ability to build and maintain positive working relationships with a range of internal and external stakeholders
- Demonstrated ability to maintain integrity and confidentiality
- Current Ochre Card, Criminal History Check and NDIS Worker Screening Clearance

Preferred Criteria

- Relevant training and/or Certificate in Finance / Accounting / Bookkeeping
- Experience in coordination of asset repairs and maintenance, including sourcing external contractors
- Experience in the disability sector with knowledge and understanding of the NDIS Framework, services and billing requirements
- Demonstrated cross-cultural experience and experience working with individuals from diverse backgrounds

Values and Behaviours Required

- Embody Carpentaria's Values and Principles of Good Practice through a human rights-based approach

Authorised by the CEO:



Date:

10/05/2024