

Position Description

Finance/Archive Clerk

Reports to:	Manager Finance via Assistant Accountant
Directorate/Department:	Business Services/Finance
Number of direct reports:	As per Organisational Structure
Employment Type:	Full-Time Fixed Term (12 month Contract)
Salary/Award Classification:	Level 2 – Social, Community, Home Care and Disability Services Industry Award 2010 Community Living Australia has charitable status for Fringe Benefits Tax purposes and is therefore able to offer taxation benefits through salary sacrifice



Position Purpose

The Finance Clerk is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial operations for the organisation. Predominately this is a data entry role supporting the finance team to ensure that databases, systems and processes are maintained.

Principal Duties

Finance

- Undertake administrative functions related to the Finance Department
- Assist all team members with Finance operations by undertaking duties in the following areas: Data Entry, Accounts Payable, Accounts Receivable, Invoicing and Reconciliation, management of Client Funds and BAS reporting.
- Prepare basic reports and correspondence
- Provide relief support across the Finance Department during periods of leave
- Assist operational areas by providing financial information on income, expenditure, and any variations from budgets in a timely manner
- Assist with updating the CRM database with new and amended contract information including service delivery.

- Maintain petty cash registers and records
- Contribute to the maintenance of client service bookings and other amendments on the NDIS portal.
- Provide efficient and quality customer service to both internal and external stakeholders

Archiving

- Undertake archiving of organisational documentation
- Undertake records, management tasks including filing, archiving (electronic and hardcopy) and creating files

General

- Work collaboratively with peers and colleagues to achieve deadlines and organisational objectives
- Apply WHS legislation and create and manage a safe environment
- Demonstrate behaviours that support organisational values and a positive workplace culture

The responsibilities as specified above may be altered in accordance with the changing requirements of the position.

Core Competency/Capability

(NDS CSS 3)

These six core competencies are the capabilities that need to be demonstrated in order for the incumbent to be functional in their role and links to the NDS competency framework

Sector & organisation purpose & values

- Working knowledge of a human rights based approach to supporting a person with a disability and the services provided, the individual and community context, and sector and organisation purpose and values. Applies the approach and values in own work.

Leadership & teamwork

- Works collaboratively with team members. Organises own workload. Checks own work and work of others, providing guidance to less experienced staff. Shares knowledge and information with team members. Able to work with minimal supervision, knowing when to escalate issues.

Communication

- Deals with non-routine enquiries. Uses effective listening skills and seeks, provides and/or shares information with people appropriately. Can adapt communication style to meet people's needs. Able to resolve conflict with assistance. Has a network of internal and external contacts relevant to the role. Deals with practical issues presenting and enlists a more experienced person as needed.

Customer relations

- Assists customers to address their needs and expectations. Has practical knowledge of supports and services available. Is flexible and suggests alternative service solutions, provides information or makes necessary referrals. Demonstrates confidentiality and awareness of diversity in relating to sensitive issues. Assists with building and maintaining positive relationships with stakeholders.

Personal accountability

- Adheres to organisation policies & procedures and all relevant government legislation and relevant standards. Follows detailed and precise work procedures. Evaluates own work to ensure quality and safety standards are met. In own work area makes agreed changes. Adopts a professional approach to own personal accountability. Maintains organisation's image and reputation.

Innovation

- Undertakes tasks using a resourceful and creative approach. Suggests changes to improve quality in own work and makes agreed changes. Able to address and mitigate risk in own work. Assists with review and/or development, implementation and improvement of specific work practices and procedures.

Skills & Experience

To perform this role successfully the incumbent must be able to satisfactorily demonstrate the following key qualifications, experience and skills

Academic or Professional Qualification

- Minimum Year 12 with relevant data entry and work experience
- Certificate III in Financial Services (desirable)

Skills and Delivered Performance

- Demonstrated information technology skills including experience in Microsoft Office Suite in particular Excel
- Excellent communication both written and verbal
- Ability to apply and comprehend numerical concepts
- Ability to work in a team and support team members with tasks
- Ability to work in accordance with assigned instructions and duties
- Ability to multi-task and work within high demanding timeframes
- A genuine desire and commitment to successfully undertake financial related studies
- Strong customer service focus
- Good time management and organisational skills
- Affinity with nonprofit organisations and respect for their philosophy and values
- Demonstrated commitment to continual professional and personal development

Special Requirements (Essential)

- Have and maintain a current Australian Drivers Licence for duration of employment
- Obtain and maintain a DHS Disability Services Employment Screening
- Participate annually in the performance appraisal process to establish performance objectives and KPI's ongoing
- Attend meetings, training and professional development as required
- Private use of vehicle – adhering to the conditions and requirements of the Motor Vehicles (Use of Private Vehicle) Operating Procedure
- Work across multiple worksites and/or relocate to other worksites (within reason) as required

Authority to Act

This position operates within

- Policies and procedures, guidelines and codes of conduct
- The defined limits of delegated authority
- The confines of budgeted restraints, relevant legislation, regulations and by-laws
- Financial Delegations Matrix

NDIS Code of Conduct

There are 7 minimum standards Community Living Australia and their workers must meet:

- Act with respect for individual rights to freedom of expression, self-determination and decision-making in accordance with applicable laws and conventions
- Respect the privacy of people with disability
- Provide support and services in a safe and competent manner, with care and skill
- Act with integrity, honesty and transparency
- Promptly take steps to raise and act on concerns about matters that may impact the quality and safety of supports and services provided to people with disability
- Take all reasonable steps to prevent and respond to all forms of violence against, and exploitation, neglect and abuse of, people with disability
- Take all reasonable steps to prevent and respond to sexual misconduct

Accepted and Approved

Employee

Name:

Signature:

Date:

Manager Finance

Name:

Signature:

Date: