

Wyndham Community and Education Centre Inc

Job Description

Finance Officer Job Description

General Information

Incumbent:	
Classification:	General Staff level 4.1 Educational Services (Post Secondary Education) Award 2010
Reports to:	Finance/HR Coordinator
Hours:	38 hours per week
Core hours:	9am -5.06 pm Mon to Fri
Duration:	On-going

Position objective

The Finance Officer works closely with the Finance/HR Coordinator and Chief Financial Officer to attend to matters relating to the financial administration of the Centre including accounts payables, accounts receivables and payroll.

Responsible for financial administration duties as outlined in work plans provided by the Chief Financial Officer.

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Duties & responsibilities

1. Finance Administration

- 1.1 Create invoices
- 1.2 Prepare Purchase Orders
- 1.3 Reconcile all receipt records with cash, cheques and electronic records and do the banking on weekly basis
- 1.4 Arrange timely payments for all accounts payable
- 1.5 Record all daily bank credits and/or debits from bank statements on MYOB
- 1.6 Record all credit card purchases on MYOB monthly
- 1.7 Record petty cash reimbursements on MYOB
- 1.8 Record PayPal transactions on MYOB
- 1.9 Record a journal entry for all stationery, photocopying and vehicle use for each unit.
- 1.10 To file timesheets and all other finance paperwork weekly.
- 1.11 To archive timesheets and all other finance paperwork yearly or when required.
- 1.12 To print and make available copies of finance forms eg. Invoice & PO Request Form and Reimbursement Form ready for use by staff.
- 1.13 Prepare Bank Reconciliations for all accounts
- 1.14 Manage the use of Petty Cash, balancing and arranging reimbursements as required

2. Payroll administration

- 2.1 Oversee timesheets and prepare wages for all employees of the centre.
- 2.2 Notify staff in a timely manner regarding changes to pay arrangements (e.g., public holidays, close down periods etc).
- 2.3 Process fortnightly wage payments electronically and ensure that pay is authorised.
- 2.4 Maintain the current record of annual, sick and long service leave entitlements
- 2.5 Lodge BAS and IAS Statements and Payments
- 2.6 Lodge Monthly Superannuation to the clearing house
- 2.7 Knowledge of award conditions relevant to Wyndham CEC

3. Asset Register

- 3.1 Maintain and ensure all new equipment is recorded on the asset register.

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4. *Other requirements*

4.1 To take on other duties consistent with the position as directed by Finance/HR Coordinator or the Chief Financial Officer.

Key Selection Criteria

The person for this position will have demonstrated experience in:

1. Independently managing time, prioritising and planning work to meet set timelines in an environment of competing priorities.
2. Understanding of and commitment to working in a community organisation or relevant environment with an ability to relate to a wide range of people.
3. Good written and communication skills.
4. Effectively communicating with a management team.
5. Working within a team oriented environment.
6. Effectively using a student management system, relevant computer programs and learning new systems as implemented.

Qualifications

Mandatory

- Qualification in bookkeeping or accounting or relevant experience
- Current Employee Working with Children Check
- Police Check at point of employment
- Driver's licence

Desirable

- HR/IR qualification or experience
- Experience using a student management system - aXcelerate

Important notes

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the objectives of the Wyndham Community and Education Centre as stated in its Constitution and Vision & Mission statements.

Have a strong understanding of Occupational Health and Safety requirements and ensure work practices reflect this.

Have a strong understanding of child safe standards, MARAM and family violence reforms.