

POSITION DESCRIPTION

General Finance Officer

Reports to: General Manager Financial Services

Department: Financial Services

Classification: PACCT 3

Location: Mildura

Current incumbent:

Primary objectives

- To assist the Finance team with day to day duties as directed by the *Chief Financial Officer*.
- Reconcile bank transactions on a daily basis.
- Complete tasks including but not limited to, Journal requests, Accounts Receivable invoicing, Accounts Payable processing & statement reconciliations.
- Act as a contact point for Institute Management, staff and Debtors & Creditors allowing the department to provide an efficient and timely service.

Position summary

The role of the General Finance Officer is to complete daily tasks to assist in the efficient running of the Finance Department

A key focus of the role is reconciliation of Bank Accounts, Petty Cash, Cab Charges, Accounts Receivable invoicing, Accounts Payable processing, Corporate Card reconciliation monitoring and reconciliation of creditor statements. The follow up of institute staff in regards to any Financial Services item outstanding. The position will at times be required to assist with duties and responsibilities relevant to other positions within the finance department.

Key responsibilities

To assist the Finance team with day to day duties as directed by the *Chief Financial Officer*.

- Prepare work according to priorities agreed upon with the Chief Financial Officer, to contribute to the smooth operation of the Financial Services Department.
- Complete the daily cash holding summary spreadsheets for review of the Chief Financial Officer.
- Initiate and implement the streamlining of administrative procedures in consultation with the Chief Financial Officer.

- Support the Finance department and carry out the following tasks as and when required; daily banking delivery to bank, customer service enquiries, creditor enquiries, Accounts Payable enquiries, Purchase Order enquires, issuing petty cash and Cab charge, and maintaining Standard Operating Procedures.
- Take minutes for finance team meetings and other institute meetings as required.
- Actively contribute to the continuous improvement of policy and procedures within the Finance Department.
- Support the Financial Services staff including, Accountants, Accounts Payable Officer, Accounts Receivable Officer and Chief Financial Officer.

Complete tasks including but not limited to, Journal requests, Accounts Receivable Invoices Accounts Payable processing & Statement reconciliation of Creditors.

- Complete the daily reconciliation of the ATM and all monthly functions associated with the ATM.
- Perform Debtors month end procedures including generation of debtor statements for review by Finance Officer – Accounts Receivable.
- Maintain internal controls for accounts receivable to assist reconciliations.
- Process General Journals on a daily basis as required or as directed.
- Reconcile Petty Cash and Cab Charges on a weekly basis.
- Reconcile bank transactions on a daily basis.
- Liaise with other Financial Services staff to ensure a smooth flow and timely execution of operations in the Department
- Communicate with internal and external Auditors as required.
- Communicate with external bodies e.g. Bank, Creditors and Debtors, producing ad hoc reports as required.
- Communicate with debtors and creditors in regards to enquiries such as copies of invoices and statements.

Act as a contact point for Institute Management, staff, Debtors & Creditors allowing the department to provide an efficient and timely service.

- Communicate regularly within the Financial Services Department and other Departments to ensure the status of all Outstanding Invoice Requisitions, Adjustment Notes, Purchase Orders, expense claims, corporate card reconciliations and creditors statements is noted and appropriate follow up actions are undertaken.
- Communicate with members of staff and Departments across the Institute, regarding follow up of information on outstanding finance requirements.

Act in accordance with SuniTAFE values – Customer Focus, Business Acumen, Integrity and Innovation including:

- Provide exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
- Actively participate in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Actively participate in the Institute's annual Individual Achievement Plan and Performance Review process.

- Participate in all team based activities and meetings within the Business Unit, and attend Education Division and other meetings as required.
- Comply with OH&S and EEO legislation; and Environmental Sustainability Management by supporting the Institutes relevant Policy, Procedures and standard operating procedures applicable to your role.
- Maintain awareness and comply with the Victorian Government's Child Safe Standards.
- Prepared to undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
- Report to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrate a willingness to adopt change and new initiatives.
- Represent the Institute professionally at all times.
- Complete other allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.
- Actively promote and encourage a service culture within the team.
- Communicate any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
- Actively encourage and promote effective communication and strong working relationships within the team / Institute.
- Actively prevent fraud and corruption.

Knowledge, skills and abilities

- A Diploma of Accounting, a related qualification or the willingness to achieve a Diploma of Accounting.
- A strong passion for finance is essential.
- Several years administration experience is essential, along with excellent customer service skills.
- Effective self-management skills, including the ability to arrange workload priorities and work with minimal supervision.
- A working knowledge of computer database operation and accounting systems along with proficiency in the use of Microsoft Office, including Word, Excel, Outlook and Access, knowledge of Technology One Finance (TOF) is desirable.
- Good communication skills and the ability to liaise with external customers.
- Able to work as part of a team.
- High attention to detail.

Organisational relationships

Subordinates	Key Relationships	
Nil	Internal	External
	<ul style="list-style-type: none"> Financial Services staff Operations staff Teaching staff 	<ul style="list-style-type: none"> Debtors Creditors Auditors

Organisational environment

SuniTAFE is the leading provider of vocational education and training in the north-west of Victoria. As part of its Strategic Plan, the Institute has identified the following economic, social, educational and community drivers:

- **increasing participation** in vocational education and training to meet the needs of industry – particularly in skills shortage areas;
- **developing strategic partnerships** to broaden education and training options for the region – industry and their associations, schools, private registered trainings organisations (RTOs) and universities;
- **improving pathways** for students from secondary education to vocational education and training to higher education and
- **maximising the Institute's productivity** in a contestable market.

The tertiary landscape is changing rapidly and the Institute is committed to ensuring that we continue to provide education and training that are relevant to the communities we serve.

Key selection criteria

- A Diploma of Accounting, a related qualification or the willingness to achieve a Diploma of Accounting.
- Demonstrated excellent customer service and administration skills exhibiting an eye for detail.
- Demonstrated ability to effectively prioritise and work with minimal supervision.
- Demonstrated working knowledge of database operation and accounting systems.
- Proficiency in the use of Microsoft Office, including Word, Excel, Outlook and Access, knowledge of Technology One Finance (TOF) will be highly regarded.

The successful candidate will be required to provide successful criminal record and working with children checks.

Recommended	Approved	Acknowledged
Shauna Picken Manager, HR Services Date: [month], [year]	Di Schmidt General Manager Financial Services	[name] Incumbent