

JOB TITLE Finance & Administrative Officer

DATE 6th August 2024

REPORTS TO Business & Finance Manager

POSITION DESCRIPTION

Position purpose

The position of Finance & Administrative Officer is responsible for providing bookkeeping, accounting and payroll duties and assistance to the Business & Finance Manager in the preparation of financial and statistical reports, reconciliation of general ledger accounts, tax compliance and other requirements as needed.

Main tasks

It is expected that the Finance & Administrative Officer will contribute to the maintenance of accurate financial records and provide information in a timely, complete and accurate manner, including the following:

- Accounts receivable/payable
 - Data entry of accounts payable invoices
 - Process and receipt donations
 - Ensuring invoices are authorised in accordance with the company purchase order and authorisation policy.
 - Timely remittance of payment to creditors
 - Liaising with creditors as required
 - BAS/IAS
 - Preparation of BAS/IAS statements
 - Petty cash reimbursements & reconciliations when required.
 - Banking
 - Daily / weekly bank reconciliations for all company bank accounts
 - Database management
 - Responsible for ensuring all data is effectively captured, maintained, and updated.
 - General Ledger
 - Monthly journals
 - Ledger reconciliation
 - Data verification for the P&L and BS
 - Company Credit Cards
 - Data entry of credit card receipts
 - Monthly reconciliation of credit card statements
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Payroll function

- Completion of fortnightly payroll
 - Liaising with Human Resources to ensure accurate completion of payroll
 - Timely remittance of payment to employees
 - Distribution of payslips to employees
 - Completion of quarterly superannuation reconciliation and payment
 - Provide assistance with payroll tax and work cover reporting requirements, if necessary

Other

- Assisting Business & Finance Manager with preparation of information for:
 - Monthly financial reporting
 - Annual budgets and quarterly forecasts
 - Weekly cash position and forecast reporting
 - Annual statutory accounts
 - Other special projects
- Timely filing of accounting and bookkeeping information
- Annual archiving of company records
- Assisting internal and external stakeholders with accounts related enquiries
- Contributing to identifying efficiencies in the accounting and bookkeeping function
- Some reception and other general office duties as required
- Day to day administration duties

Required qualities & skills

- Professional approach
- High level of accounting and data entry skills
- Excellent oral and written communications skills
- Ability to work under pressure
- Organisational and time management skills
- Common sense approach to bookkeeping and accounting function
- Thorough understanding and demonstrated ability to use Reckon Accounting Software
- Demonstrated computer skills (Word, Excel and Outlook)
- Excellent attention to detail
- Confident manner
- Positive approach to change
- Ability to work unsupervised at times and show initiative
- Strict maintenance of confidentiality

Requirements

- Qualification in Accounting and/or Bookkeeping
- A current Driver's license.
- A current Working with Children Suitability Card (Blue Card).
- Weekend may be required for some events.
- Travel may be required.

PERSONAL SPECIFICATION

Skills & competencies

- **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
- **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
- **Teamwork:** willingness to assist and support others as required and get on with team members.
- **Time management/organisation:** accomplish objectives effectively within time frame given and carry out administrative duties within portfolio in an efficient and timely manner.
- **Value and Mission:** Support and uphold the values and mission of Teen Challenge QLD to bring God's hope and healing to broken young lives.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.