



## Position Description

### Finance Officer

<b>Overview</b>	
Position title	Finance Officer
Location	Albany WA
Contract type	Permanent
Employment status	0.6 FTE
Remuneration	Gross salary up to \$80,000 plus superannuation, pro-rata for FTE (up to \$48,000 plus superannuation @ 0.6 FTE)
Team	Business Services
Approval	Chief Executive Officer, 30 <sup>th</sup> January 2025

<b>Relationships</b>	
Reports to	Financial Controller
Direct reports	Nil
Internal	Business Services and Operations staff
External	Stakeholder

#### Position summary and purpose

The Finance Officer is a member of the Business Services team and is responsible for managing the daily financial operations, including bookkeeping, accounts payable, accounts receivable, payroll, bank reconciliations, and end-of-month requirements.

#### Key responsibilities and duties

Key duties and responsibilities include:

- Provide financial support to all staff
- Processing Accounts payable
- Processing Accounts receivable
- Processes Payroll function
- Completes the monthly bank reconciliations and administration
- Ensure the accurate and timely management of all finance records
- Assists the Financial Controller with the preparation of BAS
- Assists the Financial Controller with month end processes and checklists
- Provide a high-level internal and external customer service
- Assist other staff in Business Services, including answering finance-related queries.
- Other duties as required

#### Requirements for success in this role – selection criteria



<b>Skills, knowledge, experience, qualifications and/or training</b>	
Essential	Proven 2+ years practical experience in a bookkeeping/finance officer or related position
	Knowledge of and proven payroll experience
	Advanced IT and Administration skills, including a sound understanding of Finance software (i.e. Xero)
	Demonstrated ability to provide quality customer service
	Strong interpersonal skills and ability to work as part of a high-functioning team.
	Proven ability to maintain a high level of confidentiality
	Sound time management and attention to detail.
	Demonstrated ability to communicate with all staff
Desirable	Certificate III or IV in Bookkeeping
	Experience using ApprovalMax and/or Employment Hero payroll

### **Policies, workplace practices and conditions**

The occupant of this role will comply with and demonstrate a positive commitment to all South Coast NRM values, policies, procedures, and workplace practices.

South Coast NRM staff will ensure compliance with all relevant work health and safety and wellbeing legislation and regulations, and the organization's policies, procedures, and safe work practices, for the safety of themselves and others.

<b>Acceptance of responsibilities and expectations of the position</b>			
<b>Employee</b>		<b>Manager</b>	
<b>Name:</b>		<b>Name:</b>	
<b>Signature:</b>		<b>Signature:</b>	
<b>Date:</b>		<b>Date:</b>	