

Employment

## Position Description

<b>Position:</b>	Finance Administrator
<b>Award:</b>	Lyndoch Living (Health and Allied Services, Managers and Administrative Officers) Enterprise Agreement 2016-2020
<b>Classification:</b>	As per Enterprise Agreement and dependent on qualifications and experience
<b>Status:</b>	As per Contract of Employment
<b>Qualifications:</b>	Formal qualifications and/or experience in administration, finance, accounting and/or payroll.

### Position Objective(s)

This is an entry level position with a key focus of supporting all finance related day-to-day functions of the organisation promoting efficiency, compliance and speed.

This role will be primarily focused on Accounts Payable, Accounts Receivable, Payroll and general processing and reconciliations. As part of a broader Finance Team, from time to time this role will provide opportunity to assist with special projects and support our Resident and Home Care Finance Specialists.

### Lyndoch Living Vision

By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.

### The Lyndoch Way

To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, "nine pillars" have been identified.

#### **One Team**

We value and recognise individuality as a vital part of developing a unified voice.

#### **Pride**

We support pride and passion in our work and in doing so, we attract others who share our values.

#### **Welcoming Workplace**

We encourage warm, friendly and respectful interactions across all aspects of our service.

**Yes Culture**

We always start with 'yes' in every deliberation.

**Customer Service**

We ensure that customers feel engaged and valued in every interaction.

**Innovation**

We will enhance our services and exceed customers' expectations, by embracing innovation and fresh ideas.

**Fun and Enjoyment**

We recognise that fun and enjoyment are critical to success.

**Social Purpose**

Through the social conscience of our staff and consumers we actively engage with causes that impact our local community

**Safety**

We actively promote safety through the provision of innovative and high quality training, monitoring of risk, and compliance with OHS regulations

## Key Responsibilities and Duties

Working under the direction of the Manager Accounting Services, this entry level position will assist the finance team with any routine tasks that may be required to ensure finance is maintained, processed and reported in a timely and accurate manner including;

**Accounts Receivable**

- Maintain and reconciliation of Petty Cash and Residents' Trust monies as outlined in policies, procedures and instrument of delegation.
- Reconcile Petty Cash & Trust Floats on regular basis (weekly), prepare cheques for reimbursement and collect petty cash from bank.
- Receipting and processing of consumer, café and other income received, preparing deposits with weekly deposit to the bank.
- Raise non-resident debtor invoices in a timely manner including the preparation and post general ledger journals as received.
- Monitor payments received for non-resident debtors and follow up any outstanding debtors as required.
- Attend to accounts receivable queries promptly and professionally, escalating any unknown issues appropriately.

**Accounts Payable**

- Ensure all transactions are processed as outlined in the Instrument of Delegation.
- Ensure all creditor invoices are coded, approved and entered into the financial system accurately and on time.
- Prepare and generate weekly, monthly, and ad hoc cheque/EFT payment runs in line with payment terms.

- Reconcile creditor invoices to statements and Creditor Ledger and liaise with suppliers where applicable.
- Provide master change log reporting in a timely manner and supported with sufficient evidence.

### **Payroll**

- Maintenance and processing of payroll in a timely and accurate manner, as outlined in the Enterprise Agreements, Modern Awards and National Employment Standards.
- Being a key point of contact for other departments regarding payroll related queries.
- Liaise with the People & Culture Department regarding any payroll queries requiring escalation for Agreement/Award interpretation.
- Respond to payroll email/queries.
- Liaise and consult with salary packaging provider, payroll software support, superannuation bodies, health insurance funds and staff on any payroll issues
- Prepare and provide payroll data/reports to Management in a timely manner to facilitate month end process.
- Liaise with staff and management to provide any payroll information, specialised payroll advice or reporting as required.
- Maintain and administer the payroll operating system, liaising with payroll software providers as required.

### **Other Tasks**

- Assist the finance team with any other routine tasks that may be required including but not limited to processing creditor invoices, filing, banking, mail sorting and ad hoc administrative duties
- Adhere to internal policy and procedures relating to payroll and finance matters
- Assist with and be involved in the external Audit process – relating to payroll and finance matters
- Update procedure manual if and when required to ensure the manual is relevant to current procedures
- Provide professional corporate receptionist service and assist residents with finance queries as they present to the Finance/Corporate reception area
- Support and assist month end processing including bank reconciliations, general ledger reconciliations and reporting
- Support Resident & Home Care Package Specialists

## Organisational Relationships

**Reports to:** Manager Accounting Services

**Internal Contacts:** All Lyndoch staff, consumers, HCP clients, families

**External Contacts:** Members of the Public, Contractors, Suppliers, Department

## Specialist Knowledge and Skills

The following knowledge and skills are required to be utilised:

- Understanding and some working experience within a finance, payroll or administration role
- Strong attention for detail skills with a focus on accuracy of work
- Proven arithmetic and cash handling skills
- Ability to work within tight timeframes and meet deadlines
- Ability to learn and master new software systems focusing of payroll, finance and financial reporting
- Have intermediate Microsoft Excel skills

## Interpersonal Skills

The following interpersonal skills are required to be demonstrated:

- Excellent communication and interpersonal skills including proven ability to deal with a diverse range of people
- Ability to work well in a team environment, and to show initiative as appropriate

## General

- Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures.
- Participate in quality activities within the work area to improve the efficiency of the Department.
- Participate in relevant training to ensure continued professional development for the betterment of the organisation.
- There is an expectation that the role will include direction to perform other duties that must be reasonable in relation to the employee's skills and abilities.

## Agreement

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

Name (Please print)

Signature

Date

Authorised by: Chief Operating Officer  
Date: April 2021