

Employment

Position Description

Position:	Finance Administration Assistant/Officer
Award:	Health and Allied Services, Managers and Administrative Workers (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2025
Classification:	As per Enterprise Agreement and dependent on qualifications and experience
Status:	As per Contract of Employment
Qualifications:	Formal qualifications and/or experience in administration, finance and/or accounting.

Position Objective(s)

The key focus of this position is to support all finance related day-to-day functions of the organisation promoting efficiency, compliance and speed. Function will be primarily focused on Accounts Payable, Accounts Receivable and general processing and reconciliations.

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 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 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.

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.

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
- 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

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 or administration role
- Strong attention for detail skills with a focus on accuracy of work
- Proven administration, reconciliation and cash handling skills
- Ability to work within tight timeframes and meet deadlines is essential
- Ability to learn and master new software systems focusing of finance and financial reporting
- Have a sound knowledge of the cost centres and budget methodology
- Have a sound knowledge of the Instrument of Delegation
- 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