

Finance Officer - Accounting

Award/Agreement Non Award

Responsible to Manager Finance

Summary of role In accordance with Resthaven philosophy and policies, the Finance Officer - Accounting is responsible for a variety of activities, including backup to the Finance Officers of Accounts Receivable and Accounts Payable, and trialling & assessment of equipment testing records.

Key Responsibilities and Duties

Preferred Supplier Data Base

- Maintain the database to ensure that all new and existing suppliers are set up, up to date and are correct including updating of product groups. This is a "Gate Keeper Function" to ensure compliance by Resthaven to its Purchasing Policy.

Trialling & Assessment of Equipment Testing Records

- Maintain the Trialling & Assessment of Equipment register and associated forms.
- Ensuring that Risk Assessment forms as they relate to both Plant & Equipment and Consumable Items purchased have been completed by Program Managers, duly approved by WHS Department and attached to Equipment Purchase/Trial Report form.
- Preparation of agenda, minutes and the quarterly report for the Procurement Committee.

Accounts Payable

- Assist in the processing of the accounts payable function as required, including collation of invoices / statements, batch input and other creditor documentation.
- Undertake batch processing of electronic purchase ordering (EPO) from sites.

Finance Support

- Provided backup support in the areas of residential billing, subsidies and refundable accommodation deposits, daily receipting, assets, work in progress, bank accounts for both site and head office in periods of high volumes and leave.

Support / Training for Users with the Purchase Ordering System

Maintain/update knowledge of Purchase Ordering System commensurate with being able to assist site personnel in use of the system.

Other Duties

- Reconcile creditor statements to ensure all invoices have been received.
- Manage, complete and review new creditor applications as necessary.
- Process and maintain the archiving system for Resthaven and provide support where necessary to sites.
- Provide support with the Residential hairdresser's agreements, liaise with sites and ensure that all documentation is maintained in the Rapid Global database.
- Maintain the Hazard Analysis Critical Control Point) HACCP certificates from all our food and beverage suppliers.
- Other duties as directed by the Manager Finance, commensurate with classification and training.

Quality and Safety

Responsible for:

- Undertaking all duties in accordance with Resthaven's Quality Management System, policies and procedures
- Participating in Resthaven Quality Management System and commitment to processes of continuous improvement activities, including auditing, surveys and needs analysis
- Maintaining a safe work environment in accordance with Resthaven Work Health and Safety Policies and Procedures, and actively participating in the rehabilitation of staff injured at work
- Assisting in the on-going maintenance of a safe work place through involvement in the implementation of safe systems of work in accordance with Resthaven Work Health and Safety Policies and Procedures
- Participating in mandatory Health and Safety training sessions
- Identifying and reporting hazards in the workplace

Privacy and Confidentiality

Responsible for:

- Applying the principles of privacy and confidentiality to all work practices
- Adhering to Resthaven Privacy of Information Policy and Procedure at all times
- Maintaining a duty of confidentiality to all residents, clients, volunteers and staff
- Ensuring that any "Confidential Information" that becomes known through the course of employment with Resthaven is kept confidential including information relating to Resthaven's:
 - business or operational interests;
 - methodology and affairs;
 - financial information; and
 - anything else that is notified as being confidential

Other duties as directed by the Manager Finance, commensurate with classification and training

ESSENTIAL CRITERIA

- Experience in the processing of creditor transactions in an electronic Financial Management system
- Sound reconciliation skills
- Sound communication skills to deal with a variety of stakeholders
- Proficient in the use of the Microsoft Office suite of programs including:
 - Intermediate to advanced working knowledge of Excel
 - Intermediate working knowledge of Microsoft Word
- Flexibility to undertake other accounting duties as required, including the processing of daily bank statement entries
- Ability to work effectively in a team environment
- Experience in dealing with Supplier documentation
- Ability to multi-task
- Ability to quickly obtain new skills and a willingness to undertake necessary training and education
- Excellent analytical and problem solving skills
- Well-developed interpersonal skills including the ability to work in a consultative manner, establish and sustain effective working relationships at all levels
- Ability to work with minimal supervision

DESIRABLE CRITERIA

- Experience with various accounting software packages

Acknowledged _____
Manager Finance

Date _____

Acknowledged _____
Employee

Date _____