
JOB TITLE Senior Finance Assistant

DATE 10/11/2020

REPORTS TO Finance Manager

JOB DESCRIPTION

Purpose of role To provide a complete finance service to the entire organisation, addressing all issues of a finance nature and providing all relevant information to meet external demands.

Main duties and responsibilities Core objectives include:

- Work closely with the Finance Manager to ensure smooth operation of all finance matters
- Input accounting data into the accounting system with speed and accuracy
- Assist with accounts receivable; create, send, and follow up on customer invoices
- Assist with accounts payable, enter, verify and reconcile
- Reconcile monthly Credit Card Statements
- Month end reconciliation of prepaid expenses
- Reconcile daily bank deposits to customer invoices
- Assist with preparation of payroll processing and payroll start ups
- Ensure confidentiality and sensitivity when dealing with staff, customers, participants, clients information
- Perform routine calculations to produce analyses and reports as requested by the Finance Manager
- Resolution of finance related queries identified by conversing with employees, customer, clients
- Assist in the production of financial statements and preparation of budget reports and correspondence as required
- Plan, organise and manage own workload to ensure your contribution to the organisations monthly financial reporting process is achieved in a timely and accurate manner
- Provide assistance with interim and end of year audit preparation and processes
- Adhere to the organisations financial policies and procedures
- Provide assistance in the budget preparation
- Provide assistance with NDIS funding when required
- Assist with financial reporting requirements where necessary
- Participate in finance, staff and subcommittee meetings as required
- Use standard office equipment in performing duties (i.e. photocopier, computer, etc.).
- Liaising with other members of the team and across the organisation

- Represent and promote the Incorporation and its business activities and objectives where appropriate
- Carry out other appropriate duties as directed by the CEO

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other duties

Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Qualifications

- Associate's or bachelor's degree in accounting, finance or related field preferred

Experience

- Relevant commercial or practical experience in book keeping. Payroll month end reconciliation and financial journal entries

Knowledge

- Computer knowledge and experience using Microsoft Suite (Word, Excel) and other accounting and data input software MYOB preferable
- Knowledgeable in accounting/bookkeeping practices and processes

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.
- **Commerciality:** ability to apply knowledge in a practical, commercial manner.
- **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.

Personal attributes

- Professional approach.
- Ability to work under pressure.
- Organisational and time management skills.
- Excellent attention to detail.
- Confident manner.
- Positive approach to change.

Other

- It is a requirement that all staff will operate within the Vision, Mission and Values of Encompass Community Services Inc.
- It is the responsibility of each individual to meet personal, divisional and organisational deadlines.
- It is a requirement for all staff to undertake their roles in accordance with the compliance guidelines of their division/program. In addition, to actively participate in the maintenance of Encompass quality standards.
- It is the responsibility of all staff members to understand and implement Encompass Community Services Inc. current policies and procedures.
- It is expected of staff members that they create opportunities to connect clients of Encompass with the wider community in a setting, which does not segregate. When planning programs ensure that opportunities are created for clients of Encompass to feel that they belong, be a valued participant and be missed if they are not there.
- It is the responsibility of staff members to report any incidents of exclusion to their direct manager, coordinator or supervisor
- It is the responsibility of all staff members to ensure the safety of children and to report all incidents of child abuse to Managers It is also the responsibility of all staff members to be familiar with the Child Safety Policy and Procedure.
- Drivers Licence

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.
