

SOUTH BURNETT CTC INC POSITION DESCRIPTION

FINANCE OFFICER CTC HEADQUARTERS

Position Type	Full Time (38 hours per week) or Part Time (negotiable) – Full Time hours of work 8:30am to 4:36pm however flexibility and accountability in how these hours are worked to meet the needs of the organisation may be required – the spread of hours per weekday can range between 6.00am and 8.00pm
Program	Finance
Location	6 Cornish Street, Kingaroy
Reports To	Senior Finance Officer / Finance Manager
Headquarters	South Burnett CTC Inc, 6 Cornish Street/PO Box 490, Kingaroy 4610
Award Conditions	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS) QCSCA Transitional Pay Equity Order (TPEO) Level 3.1 (\$34.04 per hour) + salary packaging

Broad Outline of South Burnett CTC Inc (CTC)

South Burnett CTC Inc (CTC) is a not-for-profit community organisation providing support to disadvantaged people of all backgrounds and ages in areas including Foster Care, Youth & Family Services and Disability Services. We provide a range of services through the South Burnett area with teams operating from Kingaroy, Wondai and Murgon.

Broad Outline of Finance Officer Position
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The Finance Officer will work collaboratively with other Finance Team members to ensure the accurate and timely processing of accounts payable and receivable, payroll, NDIS claims and all other CTC financial processes with the guidance of the Senior Finance Officer and Finance Manager.

Attributes required to meet the responsibilities of the position

Qualifications/Industry Experience/Licences

- Proficiency working in MYOB or other equivalent accounting software and online banking is essential
- Qualifications and/or experience in business or finance related disciplines is desirable
- Intermediate to advanced knowledge and use of Microsoft Office systems, including Word and Excel
- Strong communication skills to build strong working relationships with both internal and external stakeholders
- A high level of attention to detail, reliability and organisational skills
- A business partnering attitude and a strong focus on customer service excellence
- COVID-19 vaccination
- Ability to meet and maintain any other current or future legislative benchmark requirements

Cultural Awareness

- Ability to respond in a culturally sensitive way to all stakeholders of the service

Availability and Flexibility

- Flexibility to adjust hours when required to meet the needs of the organisation

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Responsibilities of the Position

A broad outline of the responsibilities of the position includes:

- Timely and accurate coding and data entry of day-to-day transactions in MYOB
- Assist with processing accounting journals
- Accounts payable – including entering invoices and allocating them to relevant accounts and preparing payment runs for authorisation
- Accounts receivable – including creating invoices, debtor management of unpaid invoices and reconciliation of debtor accounts
- Payroll - support the delivery of end-to-end payroll transaction services including processing of timesheets for shift work in line with the Award
- Process and reconciliation – bank accounts, credit/debit cards, petty cash and motor vehicle logbooks
- Ensuring digitisation of all records as part of the finance process
- Assist with end of month processes
- Point of contact for financial transactions
- Follow budgets, timeframes, and standards
- Support implementation of financial initiatives and improvements to improve customer experience
- Support the Finance team in all financial matters and assist with general administrative duties as directed
- Maintain a high standard of customer service
- Represent the organisation in an honest, ethical, and professional way
- Provide clerical and administrative support to the Finance Manager and Chief Operating Officer (COO)
- Provide a high standard of customer service to all stakeholder enquires and requests
- Assist in any other tasks, within the scope of ability, as directed by the CEO, COO and Finance Manager

Responsibilities as a CTC Staff Member

- Have knowledge and understanding of the organisation’s mission and vision and contribute to the success of the organisation in its entirety
- Be an effective member of the Finance Team as well as all other CTC Teams
- Work independently and as part of a team in compliance with direction from management
- Attend and actively participate in all team and other relevant meetings and training
- Assist other staff in their duties
- Assist in maintaining a clean, hygienic and tidy work environment at all times
- Ensure all CTC resources and assets are used only as appropriate, accounted for and maintained in a safe, clean, hygienic and useable condition at all times
- Flexibility in regard to working hours and locations and preparedness to undertake complementary duties as required
- Adhere to all policies and procedures of CTC and relevant Government Contracts/MOAs/ Legislation/ Acts/Guidelines and other documents/standards including the:
 - Human Services Quality Standards
 - NDIS Practice Standards
 - Qld Human Rights Act
 - CTC Staff Code of Conduct
 - NDIS Code of Conduct Code
 - CTC Code of Conduct for Working with Children and Young People

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Performance Support and Reviews

- Regular support and supervision with the Senior Finance Officer and Finance Manager
- External supervision as required
- Performance will be reviewed within an initial 6-month probation period and then on an annual basis according to the details of this and any revised position descriptions

Confirmation of Understanding and Agreement with the Position Description

I understand:

- the requirements of the position and agree to the terms and conditions as set out above
- that more detailed responsibilities and duties will be discussed in line with the requirements of the organisation and broadly consistent with the role

STAFF MEMBER NAME: _____

STAFF MEMBER SIGNATURE: _____

DATE: ___/___/___