



POSITION DESCRIPTION

Position Title	Senior Finance Officer
Reporting To	Senior Manager – Corporate & Finance Services
Classification	

PURPOSE OF THE POSITION

The Senior Finance Officer is responsible for providing a high level of support with accounting functions to assist in the day to day management of the overall finances of the organisation. This role is also responsible for accounting for and administering of funding contracts and variations including coordinating reporting requirements to ensure the organisation is compliant and deadlines are met.

KEY RESPONSIBILITIES & DUTIES

- Raise income for funded services.
- Perform financial reconciliations and deal with any outstanding issues.
- Perform month end accounting transactions.
- Manage salaries and wages as directed and in accordance with Budget.
- Manage in house FBT arrangements to ensure financial impact is managed in accordance with policy.
- Coordinate reporting schedule to ensure organisation deadlines are met.
- Manage the filing of funding contracts.
- Assist with funding acquittals.
- Conduct internal audits.
- Analysis and preparation of data and reports relating to financial transactions.
- Action financial checklists and delegated adhoc action items by due date.
- Review and respond to all enquiries in a timely manner.
- Identify and escalate discrepancies with financial transactions and policies.
- Contribute to and provide recommendations with development of C&FS processes.
- Prioritise tasks to ensure individual and team deadlines are met.
- Provide support to other team members and operate in accordance with team objectives.
- Provide training to other staff as required.
- Ensure delegated processes are documented and up to date to ensure succession of the team.
- Comply with all SCMSAC policies and procedures.
- Administer the Portal.
- Finance duties as required.



- Other duties as reasonably directed by the CEO, Senior Manager or Supervisor.

KEY PERFORMANCE AREAS

- Work completed accurately and to deadlines.
- Funding discrepancies identified and resolved or escalated in a timely manner.
- Compliant with requirements outlined in funding contracts.
- Financial management of operational transactions.

KEY COMPETENCIES

Qualifications, Knowledge and Experience

Essential

- Accounting Degree with a minimum of 3 years' experience.
- Demonstrated experience with complex accounting transactions.
- High level of competency in understanding of financial ledgers and reconciliations.
- Experience in managing and understanding complex financial contracts.
- Demonstrated knowledge and skills in a variety of computer software applications and a range of office equipment.
- Knowledge and commitment to principles and practices of WH&S and EEO and how they apply in the workplace.
- Current Drivers Licence.

Desirable

- Aboriginality*
- Experience in a Financial Management role and managing staff.

PERSONAL QUALITIES AND ATTRIBUTES

- Thrives in a high demand role whilst demonstrating initiative and an ability to problem solve.
- Excellent communication skills and the ability to exercise these skills in a team environment.
- Effective time management skills and ability to work to strict deadlines.
- Demonstrates flexibility and initiative in the workplace.



RELATIONSHIPS

With	Purpose
SCMSAC CEO	The CEO may make day to day requests for support and information from the Senior Finance Officer.
SCMSAC Corporate and Finance Services Manager	The Corporate and Finance Services Manager is the first point of contact for overall direction of work and will provide support to the Senior Finance Officer.
SCMSAC Senior Managers	The Senior Finance Officer will provide financial support to Senior Managers where required on a day to day basis.
SCMSAC Supervisors and Employees	The Senior Finance Officer will interact closely with employees and supervisors to develop and maintain effective working relationships, collaborate on matters, exchange information and provide advice and feedback. This role will also contribute to the achievement of outcomes.

EMPLOYEE'S ACKNOWLEDGEMENT AND ACCEPTANCE OF POSITION DESCRIPTION

I have read and confirm my understanding of the above position description that will apply to my employment with South Coast Medical Service Aboriginal Corporation.

Employee signature

Date

Signed and approved on behalf of SCMSAC

Date

Aboriginality - Aboriginality is a genuine occupational requirement and racial discrimination is a prohibition as outlined under Section 8(1) of the Racial Discrimination Act 1975.