

POSITION DESCRIPTION



Job Title:	Finance Officer
Reports To:	Finance Manager
Industrial Instrument:	BAWINANGA ABORIGINAL CORPORATION ENTERPRISE AGREEMENT 2017
Classification:	Level 4
Location:	Maningrida, Northern Territory

1. POSITION OBJECTIVE

BHAC is a large and complex regional community development organisation providing services to homelands in the Maningrida region, administering some 50 grants and managing a suite of businesses and programs including: Housing, Civil Works, Essential Services, Bábbarra Women's Centre, Bawinanga Rangers, Barlmark Supermarket, Fuel Supplies, Mechanical Workshops, Arts and Culture/Djomi Museum, Wild Foods Café, Community Patrol, Employment Services and Money Management Services.

BHAC is governed by a Board of Directors who are elected by corporation members every two years. BHAC enacts policies developed at the executive level through the leadership of the CEO and the Senior Management team.

BHAC's mission is to improve the lifeways of our people on land and sea in order to preserve and grow culture and language.

BHAC is a values-based organisation with an emphasis on: Trust, Transparency, Innovation and Partnership. These are principles and behaviours we display when working together.

The Finance Officer is a member of the Finance Team who provides support under the supervision of the Finance Manager. The role has primary day-to-day responsibility for processing and reconciling financial transactions for the Corporation.

2. KEY DUTIES OF THE POSITION

- Operate Accounts Payable and Receivable module in the accounting package (currently Xero) and ensure its accuracy in terms of transaction account ledger, project code and GST codes.
- Ensure all authorised purchases adhere to the Organisation's procurement processes and with evidence of an approved purchase order from BHAC's Purchase Order System.
- Ensure that all purchases and transactions adhere with the Organisation's financial delegation policy.
- Process General Accounts Payable (including travel allowance and personal expense reimbursements) & Accounts Receivable invoicing, as well as ensuring source data is reflected accurately within other databases for reporting purposes.

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- Maintain an accurate database for all billed and unbilled milestone payments relating to grants funding.
- Raise customer and grant funder invoices as directed, including the follow-up of their collectability. Follow up debtor collections to ensure timely payments are received.
- Ensure complete record keeping of all purchase orders, invoices, and supplier's communications.
- Attend to queries from all suppliers, customers and internal staff.
- Prepare accurate month end reconciliations particularly around Accounts Receivables and Accounts Payables in a timely manner.
- Prepare bank reconciliation, reconcile petty cash and AP/ AR related clearing accounts.
- Process annual or ad hoc monthly accrual of purchase orders and assist with monthly internal allocation journals.
- Assist with the maintenance of registers for Job Code, Purchase Orders, Staff Reimbursements and Travel Allowances.
- Coverage of other financial processing duties during staff absences, including payroll.
- Assistance with ad hoc duties required by your direct supervisor from time to time.

Contribute as a full member of the BHAC team and attend all meetings and activities as required.

3. SELECTION CRITERIA

Essential

- At least 2 years demonstrated accounts payable and accounts receivable experience
- General ledger, financial accounting experience
- A demonstrated understanding of credit control processes together with the ability to interact with customers and clients in a professional and courteous manner
- Excellent organisational skills
- Ability to educate key stakeholders on procedural adjustments
- Proactive and efficient management of credit processes
- Proficiency in Microsoft Suite, Xero and Approval Max
- Strong oral and written communication skills
- Ability to recognise credit issues and resolve in appropriate manner
- High level administration skills
- Ability to work independently as well as being part of a team
- Ability to communicate effectively with a range of stakeholders including remote First Nations people where English is not their first language
- National police clearance

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Desirable

- Experience working in remote communities.
- Experience and/or knowledge of Aboriginal culture and communities and how they operate.
- Experience working for a community development or not-for-profit organisation.
- Knowledge of Xero, ELMO, Approval Max and Budgetly.
- Experience in payroll processing.

4. EDUCATION & QUALIFICATION

- Certificate IV in Accounting or Business Discipline, or equivalent experience (or a commitment to attain)
- Previous experience within a similar role

5. SIGNATURES

Signed by employee: _____ Date: _____

Signed by manager: _____ Date: _____