

## Position Description

Finance Officer Accounts Payable

Position Title:	Finance Officer Credit card control
Business Unit:	Finance
Location:	Head Office
Reports To:	Senior Manager Finance
Direct Reports:	Nil
Parameters:	Full Time Award
Date Prepared:	11 <sup>th</sup> February 2021
Approved By:	Executive Leader People and Culture

*Joblink Plus is a for purpose, not for profit organisation providing employment services and vocational training. Joblink Plus works directly with communities leading to employment opportunities with sustainable outcomes.*

*Our purpose is to believe in and support all people, connecting them to the dignity and fulfilment made possible through education and meaningful work.*

*Our principles help define the behaviours that characterise us, and include Connection, Support, Commitment, Knowledge, Belonging and Unity.*

*There is expectation that all those who engage with us will embrace our purpose and principles in their respective roles.*

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### Purpose of the Position:

1. Maintain and control the organisation's credit card facility Promaster to ensure transactions are coded and approved in a timely manner. Including clear and proactive communication with credit card holders within Joblink Plus. This includes efficient processing of transactions and running and sending out reports on a weekly basis.
2. Provide a professional advisory service to all business units to assist and enable to code transactions, support their credit card use and reconciliation functions.
3. Work closely with the Financial Accountant and other finance and corporate services staff to assist with their work in the financial and accounting systems and with a particular focus on providing information required for management of cashflow and other financial impacts of the accounts payable function.

### Position Responsibilities and Duties:

1. Maintain a good understanding of how the role impacts the business; quickly and effectively identify, deal with and communicate matters that arise of a risk or variation nature in a continuous improvement environment.
2. Produce reports from the credit card reconciliation system and communicate these to appropriate cardholders and managers to facilitate timely reconciliation of credit cards.

## Position Description

Finance Officer Accounts Payable



3. Train and mentor credit cardholders and approvers to assist them in efficiently reconciling and approving their credit card transactions.
4. Maintain successful relationships with suppliers and all Joblink Plus staff.
5. Collate all source documentation for Accounts Payable, and general ledger transactions and match all appropriate purchase orders, invoices and other source documents.
6. Ensure that correct authorisation, as per the company policies, are on all source documents.
7. Match, code and process all invoices and remittances in a correct and timely manner to the correct chart of accounts. Create payment files for bank uploads.
8. Provide assistance to other financial roles as required, within the skill and competency range of the employee.
9. Assist in the annual finance audit process, liaising with external auditors to ensure the audit process is conducted in a timely and efficient manner.

### General Responsibilities:

1. Demonstrate the Joblink Plus Purpose and Principles.
2. Conduct duties in accordance with Joblink Plus policies, procedures and guidelines.
3. Shared commitment to a positive pursuit of safety; driven by active involvement in identifying hazards and controlling risks, following WHS policies and procedures
4. Promote and implement the principles of personal accountability with relation to discrimination and harassment in the workplace, accepting responsibility and answering for the outcomes of your choices, behaviours and actions
5. Ensure consistent delivery of the highest level of customer service.
6. Deliver agreed outcomes, on time and in accordance with best practice principles
7. Apply continuous improvement principles and practices to all aspects of operation.
8. Maintain confidentiality in all Joblink Plus operations.
9. Develop and maintain solid working relationships with your Manager, team and stakeholders.
10. Conduct all relevant administrative functions in a timely and accurate manner.
11. Perform other duties as directed (within the skill range of the employee).

### Organisational Environment

This position is located in the Tamworth Head Office, however, supports the entire Joblink Plus footprint.

### Essential Competencies, Qualifications and Experience

<b>Skills &amp; Knowledge</b>	Written and verbal communication, able to build rapport and sustain working relationships High level of numeracy and reconciliation Time management, able to multitask and meet strict deadlines Data entry, excellent attention to detail and accuracy
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	<p>Research &amp; analysis</p> <p>Problem solving &amp; logical thinking</p> <p>Sound judgement &amp; decision making</p> <p>Administration, reporting, computer applications</p> <p>MS Office Suite, with intermediate to advanced Microsoft Excel</p>
<b>Experience</b>	Minimum of two (2) years' experience in a finance related field
<b>Qualifications/Licences</b>	<p>Current C class drivers licence</p> <p>Satisfactory Australian Criminal History Check</p> <p>Current and valid NSW Working with Children Check</p>
<b>Personal Qualities &amp; Behavioural Traits</b>	<p>Ability to collaborate with others; understands the behaviour, needs and concerns of others and uses this to work effectively with people across boundaries</p> <p>Builds collaborative relationships with internal and external clients and stakeholders</p> <p>Excellent communication skills; listens to others and conveys information clearly, accurately, logically and concisely</p> <p>To be reliable and have a commitment to fulfil the position</p> <p>Ability to establish and maintain appropriate personal and professional boundaries</p> <p>Perseveres when faced with resistance; overcomes obstacles and maintains a positive attitude and stable performance under pressure</p>

### Desirable Competencies, Qualifications and Experience

<b>Skills and Knowledge</b>	
<b>Experience</b>	Computerised accounting software packages such as Business Central and Employment Services
<b>Qualifications</b>	Tertiary qualifications in Financial Services or other relevant field
<b>Personal Qualities &amp; Behavioural Traits</b>	<p>Attention to detail</p> <p>Excellent time management</p> <p>Work both unsupervised and part of a team</p> <p>Process driven</p> <p>Friendly and willing to teach others</p> <p>Ability to adapt and multitask</p>

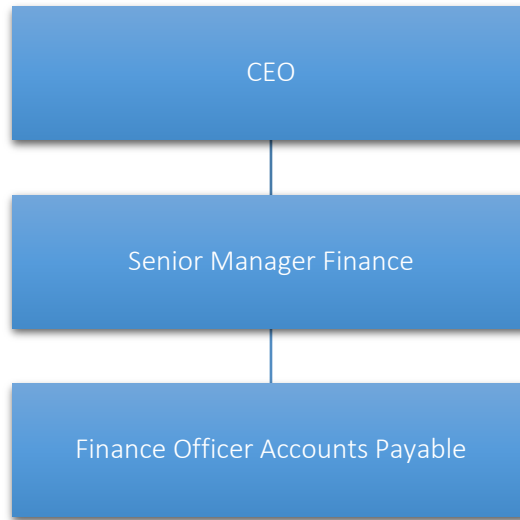
### Other Matters

- The Position Description is not intended to be all inclusive. All employees are expected to undertake other tasks and perform other accountabilities and responsibilities reasonably required to meet the demands of the role and the purpose of the position.
- As a member of the Joblink Plus team, all employees may be required to perform other duties within their capabilities from time to time to meet the needs of Joblink Plus.

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Finance Officer Accounts Payable

### Organisational Structure



### Acknowledgement:

I have reviewed and understand the content of the position description and believe it to be accurate of what I am employed to do.

I understand that Joblink Plus retains the right to change the position description as deemed necessary.

I will follow and adhere to my position description and the requirements of my position to the best of my ability.

I acknowledge that I have read and discussed this position description and understand my duties and responsibilities.

\_\_\_\_\_

Name

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Signature

\_\_\_\_\_

Date