

1. Position Identification

Title:	Finance and Accounts Receivable Officer	FHL Level:	5
Department:	Finance	Agreement/Award:	EBA
Reporting to: <i>(Position)</i>	Finance Manager	Date last updated: By whom:	October 2020 People & Culture

2. Purpose of Position

The Finance and Account Receivable Officer manages a range of finance activities, including banking general ledger reconciliations, maintenance of fixed assets register, preparation of BAS/PAYG, Council & water rates and corporate credit cards.

In addition to this this position is also responsible for all tenant liability and commercial debtors.

3. Key Working Relationships

Internal: All Staff	External: Banks Auditors Local Councils & Authorities ADP ATO External Agencies WaterCorp Bond Administration Creditors
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4. Accountabilities and Responsibilities

Processing Functions

- Petty cash reconciliation & replenishment as required.
- Banking of cheques as required and recording of receipt within 24 hours.
- Ensure Bank Reconciliations are completed daily and all reconciling items dealt with accordingly within 24 hours.
- Complete General Ledger reconciliations monthly, resolve any reconciling items and arrange authorisation sign off.
- Raise Tenant Liability Invoices, Journals and post to Tenant account on Chintaro.
- Raise Carers Invoices monthly or as required.
- Raise Commercial-Debtor Invoices and journals as required.
- Update daily cash forecast schedule weekly
- Management of Water Corp payments of usage and annual rates, maintenance of MyWater website and resolving any queries in relation to payments/non-payment of water invoices.
- Compile and prepare Council Rates information for submission to each council and analyse and report dispensations received during the year and deal with any information received by each council should be escalated where appropriate.

Job Description

- Ensure bonds are paid & submitted to the Bond Administrator in line with department of commerce guidelines and any issues dealt with accordingly.
- Maintenance and reporting of the Fixed Asset Register weekly/monthly. Ensure the Fixed Asset register agrees to the Balance Sheet and additions & disposals are analysed and movement agrees monthly.
- Preparation and submitting of BAS/PAYG monthly within ATO guidelines.
- Fee for Service daily bank reconciliations & monthly reporting.

Reporting

- Preparing all of General Ledger reconciliations daily/weekly/monthly and dealing with outstanding items with month end reconciliations completed by the 15th monthly
- Daily/Monthly Trust Reconciliation of Fee for Service operations.
- Any other reporting as required.

Other Functions

- Assisting the Accounts Payable and Payroll Officer at peak times of processing or as required.
- Assisting with preparation of fortnightly payroll during leave periods or as required.
- Assisting with NRAS duties at peak times or as required, with direction from Team Leader of Credit and Collection.
- Ensure procedures are updated and maintained as required.
- Maintaining filing for financial records and documents thoroughly and accurately relating to this position.

5. Safety Awareness

You will act in a manner that is consistent with FHL's duty of care requirements, including but not confined to;

- Take reasonable care to ensure your own safety & not risk others by any act or omission.
- Follow all safe work practices and procedures
- Use personal protective equipment as identified for individual tasks
- Take immediate action on any identified hazards
- Report any incidents or injuries to both manager and HR

6. Culture and Values

Solution Focused

We work together to find solutions that benefit our people and customers

Caring

We care for others and display empathy, fairness and respect

Honest

We act with integrity and own our decisions

Job Description

7. Work Related Requirements/Selection Criteria

Essential Criteria
<ul style="list-style-type: none">• Previous accounting or finance experience.• Proficiency in data entry and the use of computerised accounting software.• Intermediate computing skills, including Microsoft Office suite.• Strong organisational, prioritisation and attention to detail skills.• Strong decision making, problem solving and analytical skills.• Ability to work under pressure and meet deadlines• Ability to work autonomously and as part of a team.• Excellent communications skills (both written and verbal).• Ability to deal sensitively with confidential matters.• Strong customer service focus.
Work Related Requirements
<ul style="list-style-type: none">• National Police Clearance.• Current WA Drivers Licence.
Desirable Skills
<ul style="list-style-type: none">• Accounting qualification or equivalent.• Knowledge of Dynamics 365 Business Central Financial Management System.• Knowledge of Chintaro Management System.• Working knowledge of payroll and previous experience with ADP Payline.

8. Position Dimensions

Number of staff directly reporting to position	N/A
Work Locations	Leederville

Employee Name: _____

Signature: _____ Date: _____