

Position Description

Position Title:	Finance Officer
Position Type:	Permanent Full-Time (38 hours per week)
Classification:	Social, Community, Home Care and Disability Services Industry Award (2010) Level 3
Reporting To:	Financial Controller

About Us

Access Community Housing Company Ltd (ACHC) was first established in 1991 and is a not-for-profit company which provides social housing for individuals and families living across Far North Queensland. Funded by the Department of Housing and Public Works and registered under the National Registration Scheme as a Tier 1 provider, Access Community Housing provides housing assistance to individuals, seniors and families who have an approved application on the register of need. ACHC currently manages a portfolio of 716 properties located across the Far North Queensland region.

We are passionate about our role in the community and have established a reputation for providing responsive housing solutions to eligible individuals and families who are otherwise at a disadvantage to secure and maintain appropriate housing independently. We work in partnership with local support agencies, government departments, real estate agents and investors to create positive housing outcomes for our tenants.

Our Values

Our values are the foundation of our work and influence every decision and action we take:

Respectful	We will treat everyone with dignity, valuing their input and building relationships that are based on safety and trust.
Equity	We will promote a culture that is inclusive, where everyone is treated fairly. We acknowledge that all people are unique, and our responses will reflect their individual needs.
Compassion	We deliver a service that is mindful and considerate of individuals' needs, circumstances and experiences.
Courage	We are committed to building strong communities and face challenges to make an impact. We will be innovative when needed and are brave in confronting injustice.
Responsibility	We practise shared accountability and acceptance of personal actions, make informed decisions and offer solutions.

Position Description

Position Purpose

The Finance Officer will provide high-quality finance and administrative support to the Financial Controller and will support the other members of the Finance team as required. This role is responsible for all aspects of creditors and debtors, including the accurate and timely processing of payments. This role will also make financial adjustments to tenancy agreements where necessary.

Key Responsibilities

Key Area	Key Activities
Financial Management	<ul style="list-style-type: none"> • Preparation and processing of creditors and debtors, including review of invoices, discussions regarding on-charging to tenants, and finalisation for payment. • Liaising with contractors regarding invoicing, statements, and insurance. • Processing of financial transactions on tenancy agreements, including rent adjustments, on-charges, water charges, refunds, bond transactions, etc. • Preparation of the fortnightly payroll for the Financial Controller to review. • Preparation of the landlords' payments for the Financial Controller to review. • Daily processing, review, and reconciliation of tenant payments via CentrePay and EFT. • Oversight of petty cash and banking transactions. • Assisting with end-of-month processes. • Maintaining accurate records to assist with audit requirements.
Teamwork	<ul style="list-style-type: none"> • Provide day-to-day guidance and support to the Finance team. This may include, but is not limited to, answering phones, assisting with reception during busy periods, receipting client payments, and assisting with petty cash and banking. • Provide timely feedback and information to the Financial Controller in relation to any client and/or staff issues. • Participate in team development, training, and meetings. • Facilitate positive and effective working relationships with all stakeholders. • Provide support to the Financial Controller as required, including during periods of illness or annual leave.
Workplace Health & Safety	<ul style="list-style-type: none"> • Actively contribute to the maintenance of a safe workplace. • Ensure all safety issues are reported and appropriately addressed as they arise.
Data Management	<ul style="list-style-type: none"> • Ensure that all stakeholder information is recorded and protected in line with ACHC privacy and confidentiality policies. • Ensure all information is entered accurately into ACHC's records in a timely and proficient manner.
General	<ul style="list-style-type: none"> • Ensure that processes are followed and that neat and accurate records are always maintained. • Other reasonable duties as requested.

Position Description

Core Requirements

- Previous experience in a finance role with some exposure to end-of-month processes and financial reporting.
- Previous experience in managing creditors and debtors and in reconciling accounts.
- Previous administrative experience in a role offering support to staff.
- Excellent attention to detail.
- Proficiency in the use of Microsoft Office, particularly Excel.
- Strong interpersonal skills, including the ability to manage conflict and deal with difficult situations across a diverse client group.
- Demonstrated experience working with Aboriginal and Torres Strait Islander individuals and families, as well as other culturally diverse communities.
- Strong organisational skills and an ability to prioritise effectively.
- A current Queensland driver licence.

Desirable

- Relevant finance qualifications (or working towards).

Conditions of Employment

- This is a full-time position working 38 hours per week. Working days will generally be Monday to Friday between the hours of 8:00 am and 5:00 pm, however work outside these standard hours may be required to meet the needs of the service.
- This role has been classified as a Level 3 position under the Award.
- ACHC offers eligible employees access to salary packaging benefits through AccessPay, a provider of salary packaging services to the not-for-profit sector. Salary packaging allows employees to use pre-tax income toward approved living expenses and meal entertainment benefits, which may increase their take-home pay. Currently, employees may package up to \$15,899 per annum for everyday living expenses and up to \$2,650 per annum for meal entertainment expenses, subject to relevant Commonwealth legislation and eligibility requirements. For more information about salary packaging and the benefits available, please visit AccessPay at <https://accesspay.com.au/>
- Employer superannuation contribution is paid as per the National Employment Standards. Other conditions are as per ACHC's industrial agreement.
- Appointment is contingent on the satisfactory completion of a Child Related Employment Screening Check and a National Police Check.

Acceptance

I have read and understood the terms and conditions of the Finance Officer position description.

Employee Name

Signature

Date