

Position Description



YWCA CANBERRA

Position Information	
Position	Finance and Corporate Services Officer
Date approved	January 2023
Program	Finance & Corporate Services
Supervisors	Assistant Accountant/Accountant
Location	YWCA Canberra Central Office
Hours of work	38 Hours per week
Salary	Grade 2 Level 2 Year 1

General Conditions of Employment
<ul style="list-style-type: none">• YWCA Canberra Enterprise Agreement 2018-2023• Appointment is subject to obtaining a satisfactory Working with Vulnerable People check at own cost• Appointment is subject to satisfactory working rights in Australia• All YWCA Canberra policies and procedures will apply• Subject to a 6-month probation period

Position Statement
This position reports to the Executive Director of Finance & Corporate Services and is responsible for accounts receivable and payable processing, assist Assistant Accountant/Accountant when required.

Responsibilities	
Duties	<ul style="list-style-type: none">• Accounts Receivable - Generate invoices and account statements• Process supplier invoices and weekly payment run with high level of accuracy and attention to detail.• Respond to all client and vendor enquiries in a professional and timely manner.• Resolve any account discrepancies with suppliers• Reconcile processed work by verifying entries and comparing system reports to balances.• Review and follow up on Debtors Ageing Report.• Prepare monthly reconciliation of Supplier Ageing Report.• Reconcile monthly Corporate Credit Cards and Debit Cards• Investigate and resolve any irregularities or enquiries.• Assist with short-term projects as required.• Assist with general financial management and analysis.• Assist with financial year end audit.• Ensure correct and appropriate coding in the accounting system.• Perform account reconciliations including daily bank statements.• Banking (Cash or Cheque deposit)• Commitment to continuous improvement of the payment process.• Assist with ICT equipment and Leasing contracts

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Steward: Human Resources	Approved By: Chief Executive officer

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- Assist with daily reception duties as required
- Other ad hoc tasks assigned by the Executive Director of Finance & Corporate Services

Selection Criteria

Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Accounting, finance, bookkeeping or similar Tertiary qualification <p>Desirable</p> <ul style="list-style-type: none"> • At least 2 years of experience in finance administration or in clerical position
Knowledge and Experience	<ul style="list-style-type: none"> • Experience in using Xero and Dext is highly regarded • Advanced MS Office Microsoft Excel Skills • Demonstrated previous experience in finance or bookkeeping role particularly in Accounts Receivable and Payable • High level computer skills
Capabilities and Behaviours	<ul style="list-style-type: none"> • Ability to work independently as well as collaboratively. • Integrity in dealing with confidential information. • Excellent problem solving, trouble shooting and communication skills with external and internal stakeholders • Strong interpersonal skills and the ability to work with a broad range of people Ability to prioritise workloads and meet internal and external deadlines.
Other Requirements	<ul style="list-style-type: none"> • Ability to work within the philosophy of the YWCA Canberra • A current Working with Vulnerable People Registration • Australian Citizenship or suitable rights to work in Australia

Authorisation

Acknowledgement by Incumbent	Signature: Name:	Date	Click here to enter a date.
Executive Director	Signature: Name:	Date	Click here to enter a date.