



POSITION DESCRIPTION

Purpose: To enable children with disabilities and learning support needs, and their families and communities, to realise their individual potential.

Section 1 – Summary Information

Job Title: Accounts Clerk

Reports To: Financial Accountant

Department: Finance Department

Work Pattern: Part-Time 20-25 hours per week

Base Location: Penshurst

Section 2 – Position Summary (Primary Purpose of the Position)

This role is responsible for assisting the Financial Accountant in the financial accounts processes and procedures of Learning Links. The Accounts Clerk will work closely with the Financial Accountant to ensure Learning Links' accounting policies, procedures and practices are in accordance with accounting standards and all laws and regulations.

Section 3 – Responsibilities and Main Duties

Key Tasks:

Strategy

- Assist in cost identification and allocation and revenue/expense analysis for the organization;
- Complete all Accounts Payable tasks and assist the Financial Accountant;
- Assist in the completion of Accounts Receivable tasks.

Financial and Operations Management

- Assist in compilation of the debtors ageing report for the organisation;
- Ensure compliance with statutory authorities, accounting standards and audit requirements;
- Ensure all taxation and legislative requirements are complied with at all times;
- Assist with the review and documentation of Learning Links' Accounting Policies and Procedures and recommend improvements where appropriate.



POSITION DESCRIPTION

Accounting Administration

- Ensure that all creditors invoices are processed on time;
- Ensure that all payments are processed as required;
- Ensure that all vendor reconciliations are completed in a timely manner;
- Assist in all audit requirements and maintain full audit trail of all procedures;
- On a monthly basis, assist with monitoring and tracking debtors to ensure they are consistent with Learning Links' terms of trade;
- Assist in accounts receivable tasks as required;
- Assist the Financial Accountant in multiple tasks as required.

Section 4 – Competencies required for the Position

<u>Core Competencies</u> (Refer to Competency Matrix for descriptions)	Competency Level Required			
	Very High	High	Medium	Basic
Communication – Written & Verbal		X		
Problem Solving		X		
Planning & Organisation		X		
Customer Service Orientation & Responsiveness		X		
Persuading & Convincing Others			X	
Financial Management & Numeracy		X		
Collaborating, Partnering & Networking				X
Presentation Skills			X	
Strategic Thinking & Strategic Planning			X	

Section 5 – Most Important Working Relationships

Position Title/Group

Financial Accountant

Nature of Work and Purpose

To complete all Accounts Payable and Receivable tasks on time and support Financial Accountant and Chief Financial Officer.

Administration Staff

To assist with all Accounts Receivable and Accounts Payable related enquiries.

Housie & Bingo Managers'

To process Housie & Bingo paper work for Account Receivable invoices.



POSITION DESCRIPTION

Section 6 – Key Success Factors and Basis for KPIs

- Complete all Accounts Payable and Receivable tasks accurately and on time.
- Work as a team player.
- Assist the Financial Accountant and accounts team required.
- Provide high customer and vendor service.

Section 7 – Specialist Skills, Experience & Qualifications Required

Essential

- A TAFE certificate in accounting and/or at least 1 years experience in accounts;
- Intermediate computer skills and knowledge of Excel;
- Sound business acumen;
- Sound written and oral communication skills, including the ability to communicate accounting principles in easy to understand language;
- Strong analytical, organisation and reasoning skills;
- The ability to work on a range of tasks and exercise initiative to ensure an efficient and quality level of service is being delivered;
- A commitment to high level customer service.

Desirable

- Experience with Navision Accounting system will be an advantage but not essential.

Section 8 – Sign Off and Acceptance

Confidentiality:

Please do not disclose to any person at any time any confidential information about the operations of Learning Links including (without limiting the generality thereof) Learning Links' corporate knowledge or financial affairs. This restriction on disclosure of confidential information continues to apply in the event that employment by Learning Links ceases.



POSITION DESCRIPTION

This document is an accurate description for the position of:

Accounts Clerk

Supervisor Name: _____

Title: _____

Signature: _____

Date: _____

As the holder of the position described in this Position Description I accept the responsibilities, duties and expectations described in this document.

Position Holder
Name: _____

Signature: _____

Date _____