



## POSITION DESCRIPTION

**TITLE : Finance Assistant**

### OBJECTIVES OF POSITION

The Finance Assistant supports the Accountant to provide professional, competent and confidential management, accounting and office operations for Arthritis SA.

### Key Working Relationships

- Reports to the Accountant.
- Liaison with Senior Management Team, Administration and Executive Assistant.
- No staff report to this position.

### POSITION DETAILS

#### 1. Customer/Client Relationships

- Provide data entry support for the organisation's accounting function.
- Attend the query and communication with external and internal customers.

#### KPI's

- Evidence of effective and accurate administration systems exist to support the organisation.
- Feedback that customer enquiries are handled effectively within agreed timeframes.
- Feedback that the internal customers are adequately supported within agreed timeframes.

#### 2. Systems and Processes

- Maintains and processes accounts receivable/payable, adjustments and issue refunds where required including electronic forms.
- Provide petty cash distribution and reconciliation.
- Assist the Accountant with all banking functions
- Download bank statements, extract Direct Credit information to the Administration Assistant, follow up and reconcile the payment.
- Undertake credit card reconciliations and follow-up of rejects and un-reconciled transactions.
- Undertake banking reconciliation including online payments on daily and monthly basis.
- Follow-up of returned cheques/credit card payments.
- Processes purchase order when necessary.
- Preparation of all payments and cheques for suppliers when necessary.
- Reconcile, allocate and key in accounts when necessary.
- Maintain inventory records systems.

#### KPI's

- Evidence that accounts receivable/payable are processed accurately within agreed

timeframes.

- Petty cash distribution and reconciliation is accurate to the value of \$300.00.
- Maintain, distribute and reconcile two of \$200 float.
- Daily banking is reconciled and relevant payments are allocated to correct accounts and bank funds.
- Evidence that records management systems are up to date and accurate ledger reconciles.

### 3. Performance Management, Improvement and Evaluation

- Initiate and be actively involved in continuous improvement initiatives.

#### KPI's

- Demonstrates attention to detail and continuous improvement activities.

### 4. Leadership & People

- Ensure a strong communication link between staff, volunteers and management related to required information.
- Accepts responsibility for own and others safety in the workplace and takes appropriate remedial action when hazards are observed.

#### KPI's

- Staff confirms that opportunities are provided for skill and professional development.
- Team achievements indicate that effective leadership is utilised.
- Is recognised as role model for safety in the workplace

## PERSONAL CRITERIA

### Experience and Knowledge

- Experience in a finance assistant role, including accounts receivable/payable, reconciliation and the development and maintenance of office systems – **essential**.
- Experience with windows driven accounting software, preferably Attache – **desirable**.
- Skills in Microsoft Office and Excel -**essential**.
- Strong IT understanding
- Holds an unencumbered Australian drivers licence.

### Personal Capabilities

- Highly self-motivated with the ability to establish empathy, credibility and gain the confidence of a wide range of people from diverse backgrounds.
- Advanced verbal and written communication skills.
- Ability to prioritise workload and meet set timelines.
- Analytical, problem solving, and decision making skills with an ability to explore new and innovative ways to do business using creative solutions.
- Strong attention to detail.
- Flexibility and enjoy diversity of finance functions.

**Accepted** by Employee:

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Signature

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Print Name

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**Approved** by CEO

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