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| **Position Title & Level/Grade:** | Finance Officer  Level 3/Grade 1 | **Department:** | CFO’s Office |
| **Reports to:** | Accountant | **Supervises:** | None |
| **Internal Liaisons:** | Chief Financial Officer  Accountant  Other Finance team members  Managers  Other Staff Members | **External Liaisons:** | Clients  Suppliers |

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| **Position Objective** | CatholicCare Canberra & Goulburn is a leading not-for-profit organisation with a presence in the community for over 60 years providing a range of services. We are looking for an enthusiastic Accounts Officer to join our dynamic Accounts Department as our services grow. |
|  | **Key Responsibilities**   * Accurately and timely processing of debtor and supplier invoices in line with KPI * Debt collection via phone calls, emails and letters * General accounts duties including accounts receivable, banking and other admin duties * Processing Credit Card / EFTPOS payments etc * Liaising with stakeholders as required * Supporting the CFO’s Office and carry out adhoc duties as required.   **Sector Knowledge and Engagement**   * Maintain a comprehensive knowledge of relevant services * Develop and maintain good sector networks.   **Quality Assurance**   * Maintain competencies in all current IT applications, e.g. Microsoft applications, phones, printers, TCM and other software * Understand and adhere to agency policy and legislation, including WHS * Attend regular meetings and contribute to appraisals and reviews * Attend training and undertake relevant professional development * Actively participate in continuous quality improvement activities and accreditation requirements, including the development and review of policies and procedures * Provide accurate data collection and assist with preparation of statistics and information for reporting.   **Team Work**   * Collaborating and contributing to team results * Building trust with clients and colleagues.   **Problem Solving**   * Showing initiative in identifying and solving problems * Solving problems independently and in teams. * Good organisational skills and attention to detail. * Quick learner   **Communication**   * Listening, understanding and speaking clearly * Reporting to the direct supervisor frankly and regularly * Time management skill * Understanding the needs of clients.   **Technology**   * Having a range of basic IT skills. * Using IT to organise data. * Being willing to learn new IT skills. |

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| **Key Selection Criteria** | | | |
| * Degree in Accounting/Business/Commerce * You must have at least 3 years or more work experience in an organistion domiciled in Australia with demonstrated accounting work experience * Intermediate level skills in Outlook, Excel and Word * Be a quick learner, familiarity with accounting processes, excellent organisational and communication skills are essential. * Be compliant with policies and procedures and perform duties in line with KPI * Hold a current driver’s license * Hold a current Working with Vulnerable People card * Be willing to undergo a police check. | | | |
| **Experience & Knowledge** | * Financial Policies and Procedures * Knowledge of related standards, laws, legislation, awards regulations and codes * Knowledge of EEO, Work, Health & Safety and Privacy and Confidentiality policies and legislation | **Attributes** | * Evaluating and monitoring own performance. * Articulating own ideas and vision. * Taking responsibility. * Working ethically. * Working well under pressure. * Demonstrating resilience. * Being patient and persuasive. * Being punctual and meeting deadlines. * Accepting change. * Empathetic. * Emotional Intelligence. |

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| **Employee Declaration** |
| I have read this document and agree to undertake the duties and responsibilities as list above.  I acknowledge that:   * This position description details the accountabilities of the role and provides an indication of the current duties and tasks that I may be required to undertake. Additional or other duties may from time to time be allocated in order to fully meet the responsibilities of the role, team and any organisational objectives. * The measures where included in this document are indicative and will be reviewed with me on an annual basis and that my performance will be evaluated against these measures. |

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| **Employee** |  |
| **Signature** |  |
| **Date** |  |