

POSITION DESCRIPTION

FINANCE OFFICER

STAFF MEMBER:

POSITION TITLE: Finance Officer
REPORTS TO: Finance Manager
DIRECT REPORTS: None

POSITION DESCRIPTION:

The Finance Officer is accountable to the Finance Manager and is responsible for various finance functions, primarily involving the collection and processing of income including daily donations and other income sources. This role is responsible for all accounts payable and accounts receivable processing, and includes managing the reception desk and other admin roles. This role works closely with the Management Accountant.

PRINCIPLE RESPONSIBILITIES:

- 1. Manage end-to-end Accounts Payable function**
- 2. Manage end-to-end Accounts Receivable function, including donations and other income**
- 3. Process WCHN requests for family support payments**
- 4. Maintain Reception and office administration for the WCH Foundation's head office**
- 5. Manage the daily operations of the Queen's Head carpark**
- 6. Manage day to day cash requirements needed between accounts**
- 7. Big Hearts processing and payroll backup**
- 8. Other Finance Duties as required**

DETAILED RESPONSIBILITIES

- 1. Manage end-to-end Accounts Payable function**
 - Create and maintain vendors in the Accounts Payable system as required, including new vendor verification procedures.
 - Enter vendor invoices into the Accounts Payable system, ensuring accuracy of data entry.
 - Process vendor payments according to invoice payment terms.
 - Provide remittances to creditors as requested.
 - Monitoring Aged Payables reports monthly.
 - Process monthly stipend payments for research grant holders in a timely manner ensuring recipients receive payment as close as possible to the first working day of the month, as required.
 - Monitoring individual card coding is complete weekly, entering recurring transactions, chasing card holder where required.
 - Disburse petty cash to staff when requested.
 - Reconcile petty cash periodically when reimbursement of cash float is required.

POSITION DESCRIPTION

FINANCE OFFICER

- Prepare petty cash journals, as required.
- Maintain strict adherence to Delegations and Internal Control policies and procedures.

2. Manage Accounts Receivable function, including donations and other income

- Process Accounts Receivable Invoices (pledges) as required for donations and other income (eg: sponsorship).
- Monitor aged accounts receivable reports and coordinate collection of outstanding amounts with fundraising team.
- Download receipt files from online transaction platforms and upload to the CRM system.
- Process all daily donations from the mail, phone or in person.
- Scan donation slips and save on the document management system.
- Enter donations and other receipts into the CRM system.
- Monitor the Gift Account bank statement and ensure all deposits have been processed.
- Create deposit slips for cheque and cash donations.
- Issue donation letters within 5 business days of receiving donations.
- Process gift-in-kind donations and issue receipts to donors.
- Ensure all cash and sensitive donor information is stored securely.
- Maintain and update donor information as required, ensuring accuracy and completeness of all donor data.
- Receive phone enquiries and update the CRM system as required.

3. Process WCHN requests for family support payments

- Receive requests for payment on behalf of patients and patient families from the WCHN Social Work Team.
- Allocate family support IDs and update request details into the family support worksheet.
- Arrange authorisation of family payment requests.
- Process payment of invoices, and update family support worksheet after payment.
- Provide confirmation of payments to the WCHN Social Work team.
- Ensure all payments abide by conditions within Fund criteria.

4. Maintain Reception and day to day office administration for the Foundation's head office

- Answer incoming phone calls, take messages and relay to staff, including responsibility for reception voicemail distribution.
- Greet and welcome guests, providing them with a positive first impression of the Foundation.
- Direct guests and answer any queries.
- Notify staff of visitor arrivals.
- Receive deliveries of mail and parcels and notify staff of deliveries.
- Maintain a clean and tidy reception area and stationery area.
- Ordering and purchase of office stationery & kitchen supplies.

POSITION DESCRIPTION

FINANCE OFFICER

- Maintain and arrange pickup of secure storage bins.

5. Manage the daily operations of the Queen's Head carpark,

- Process Queen's Head Car Park direct debits according to the agreed calendar.
- Maintain a waiting list of parkers and allocate parking spaces as they become available.
- Administer car-parkers within the CRM system and effectively communicate with parkers and those on the waiting list.
- Maintain security access card register.
- Proactively facilitate the operations and maintenance of other matters in relation to the car park, such as boom gate repairs and garden maintenance.

6. Manage day to day cash requirements needed between accounts

- Ensure sufficient funds are in the general account to enable payables, payroll and other direct debits to be deducted.
- Arrange cash transfers in NAB and request signatories, ensuring paperwork is completed.

7. Big Hearts Regular Giving program and Payroll backup

- Provide adhoc transaction processing and donor stewardship support to the Big Hearts Regular Giving program, such as actioning cancellations, gift amendments (upgrades and downgrades) and updating financial information.
- Provide payroll back up on a bi-monthly basis to enable staff leave coverage.

8. Other Finance Duties

- Deposit cash and cheques at the bank as required.
- Deliver outgoing mail to the post office as required.
- Assist the Management Accountant, Finance Manager and Head of Finance & Governance as required.
- Attend to all finance related filing on a fortnightly basis.
- Maintain procedure documents for all tasks within the responsibility of the role.

OTHER DUTIES

- Contribute to the preservation and protection of the WCH Foundation's corporate knowledge through accurate and effective record keeping and use of the relationship management database.
- Contribute to a safe and healthy work environment, free from discrimination and harassment by adhering to the provisions of the relevant legislative requirements including Equal Employment Opportunity and Work Health and Safety, the Code of Conduct and organisational policies.
- Must be prepared to attend relevant meetings with staff and educational activities as required and to participate in the appraisal process.
- Must be prepared to attend WCH Foundation events as and when required.

POSITION DESCRIPTION

FINANCE OFFICER

SKILLS, QUALIFICATIONS & EXPERIENCE

Essential

- Accounts Payable & Receivable experience
- Excellent data entry and keyboard skills
- Exceptional time management and ability to prioritise own workload
- Must be a committed and supportive team player.
- Demonstrated outstanding oral and written communication skills.
- A willingness to show initiative
- Have a current WWCC or be willing to undertake a WWCC.
- Be willing to undertake a national police check.

Desirable

- CRM Database experience
- Previous experience in a similar role would be highly regarded.
- Previous experience working in a not-for-profit environment.

SPECIAL CONDITIONS

Some out of hours work will be required and allowance for this has been built into the negotiated hourly rate. Significant additional time may be taken as time off in lieu as negotiated in advance with the CEO.

May be required to travel intra/interstate.

Employment is dependent on consent to undergo a Working with Children Check prior to commencement and when expired.

Employment is dependent on a satisfactory police check at commencement and every 3 years.

A current valid driver's licence is essential.

PERFORMANCE & SALARY REVIEW PROCESS

Remuneration levels are based on experience and performance achieved within the salary range identified for each position. Performance will be assessed on the relative achievement of the Key Result Areas as agreed above. Informal market reviews will be conducted from time to time to ensure the remuneration is competitive.

Performance reviews will be conducted annually.

POSITION DESCRIPTION

FINANCE OFFICER

KEY PERFORMANCE INDICATORS (KPIs)

KPIs for this position are determined in consultation with the Head of Finance & Governance as part of the annual operational planning process.

The WCH Foundation supports employee participation in related education opportunities.

Finance Officer

Date:

Chief Executive Officer

Date: