

# Position Description

## Finance Officer



<b>Position Title:</b>	Finance Officer – Community Villages Program	
<b>Reports To:</b>	Chief Financial Officer (CFO)	
<b>Direct Reports:</b>	NIL	
<b>Hours of Work/Status:</b>	38 hours per week / Fixed term contract to 30 June 2025	
<b>Modern Award Classification:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 [SCHADS] Level 3	
<b>Location:</b>	Northern Rivers NSW	
<b>Position Objective:</b>	<p>The Finance Officer will support the Finance Team in ensuring the accurate and timely processing of accounts receivable for the Community Village Program.</p> <p>Reporting directly to the CFO, this role will be responsible for processing receipts, managing accounts receivable collection processes, trial balance and bank reconciliations and weekly accounts receivable reporting for the program. The role also involves maintaining accurate records within software systems and compliance with external system use such as Centrepay.</p>	
<b>Key Relationships:</b>	<i>Internal</i>	<i>External</i>
	<ul style="list-style-type: none"> <li>Executive Team</li> <li>Finance Team</li> <li>Tenancy managers</li> <li>Occupancy Co-ordinator</li> <li>Community Village (CV) managers</li> <li>NRH staff</li> </ul>	<ul style="list-style-type: none"> <li>NRH stakeholders</li> <li>NSW Reconstruction Authority staff</li> <li>Community Village residents</li> <li>Homes NSW staff</li> </ul>
<b>Summary of Key Areas:</b>		
	<ol style="list-style-type: none"> <li>Finance Support</li> <li>Finance Systems and Processes</li> <li>Finance Reporting</li> <li>Centrelink Payment Management</li> <li>Safe System of Work</li> </ol>	
<b>1. Finance Support</b>	<ul style="list-style-type: none"> <li>Assist with a range of records management services</li> <li>Ensure record keeping meets the requirements of auditors and government agencies.</li> <li>Assist in the processing of mail and invoices to tenants and other stakeholders.</li> <li>Provide administrative support requiring a high degree of judgment, initiative, confidentiality and sensitivity in the performance of work</li> <li>Attend and participate within weekly meeting with finance team</li> </ul>	
<b>2. Finance Systems and Processes</b>	<ul style="list-style-type: none"> <li>Contribute to an efficiently managed accounts receivable function</li> <li>Receipting of resident payments and maintenance of tenant accounts, including receipting from bank statement, Centrepay and EFTPOS</li> <li>Actively advising Tenancy Managers of discrepancies and cancellation or changes in resident payments</li> <li>Exercise responsibility for various functions, including the processing of invoices, statements, collections, bank reconciliations and reconciliation of debtor accounts.</li> <li>Uphold communication with stakeholders including Village Managers and residents</li> <li>Process EFTPOS and POS transactions at NRH offices</li> </ul>	
<b>3. Finance Reporting</b>	<ul style="list-style-type: none"> <li>Prepare daily reconciliation of accounts, including bank reconciliation</li> <li>Produce and maintain tenant transfers (account disbursements) and refunds reports</li> <li>Provide weekly report on actual performance compared to targets</li> </ul>	
<b>4. Centrelink System management</b>	<ul style="list-style-type: none"> <li>Maintain accurate records for Centrelink deduction / payment methods</li> <li>Ensure compliance with Centrelink requirements</li> </ul>	

	<ul style="list-style-type: none"> <li>• Liaise with Tenancy managers and Occupancy Co-ordinator to ensure correct and timely amounts recorded and transacted for each applicable CV resident.</li> </ul>
<b>5. Safe System of Work</b>	<p>All NRH staff have a duty of care and a legal obligation to ensure that they:</p> <ul style="list-style-type: none"> <li>• accept personal responsibility for maintaining safe workplace and work practices;</li> <li>• understand and work to NRH's Code of Conduct and Work Health and Safety (WHS) policies, procedures and work instructions;</li> <li>• undertake work in a manner that is not harmful to your health and safety and the health and safety of others;</li> <li>• work in compliance with WHS system requirements and workplace environments, in particular; manual handling, personal protective equipment and emergency situations;</li> <li>• comply with Risk Management policies, procedures and work instructions;</li> <li>• monitor workplace conditions and report ideas which may improve workplace health and safety; any work related or personal injury or illness; and hazards and incidents;</li> <li>• correct minor hazards where applicable; and</li> <li>• attend and actively participate in WHS and other mandatory training.</li> </ul>
Other ad hoc duties as requested by Management	
<b>I have read, understand and accept the above Position Description relating to the Position I have been appointed to:</b>	
<b>Name:</b> _____	<b>Signature:</b> _____
<b>Date:</b> _____	
<b>Manager's Name:</b> _____	<b>Signature:</b> _____
<b>Date:</b> _____	