

SOUTHERN JUNCTION COMMUNITY SERVICES



POSITION DESCRIPTION

Job Title	Finance Assistant
Location	Junction Centre, Christies Beach
Award/Non Award	Social, Community, Home Care & Disability Services Industry Award 2010
Classification	Level 2 [Social & Community Services (SA) Award]
Status under Children's Protection Act 1993	Non Prescribed
Reporting Relationship	<ul style="list-style-type: none">• Reports to the Portfolio Manager - Finance• Works closely with:<ul style="list-style-type: none">- Finance team members including CFO
Link to SJCS Structural Framework	This position is placed at 'Team Member' level within the Structural Framework of Southern Junction Community Services Inc

ORGANISATIONAL OVERVIEW

Southern Junction Community Services builds inclusive communities through an integrated approach to the provision of quality housing, community development and social support services. We work with people who are subject to social or economic disadvantage, other agencies, groups and individuals to overcome barriers and develop resilience.

Vision Statement

Southern Junction Community Services is a centre of excellence for integrated social practice that actively demonstrates that all individuals and groups are valued, included and enabled to participate in their communities.

Mission Statement

Southern Junction Community Services is people focused, flexible and responsive, with an emphasis on early intervention and prevention. Our work reflects the belief that every individual has the right to pursue and achieve independence and self-reliance.

Core Values

Southern Junction Community Services aspires to deliver flexible and responsive services that are underpinned by the following core values:

- **RESPECT** ~ Every person deserves to be treated with respect
- **TRUST** ~ Safety and trust are the foundations of healthy families and relationships
- **INCLUSION** ~ Inclusive communities value and embrace diversity
- **INTEGRITY** ~ Acting in a way that is honest, just and open to others

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POSITION SUMMARY

The Finance Assistant will be responsible for a broad range of routine accounts/finance tasks under the direction of the Resource Manager but will also work closely with all members of the Finance Team to ensure the delivery of high quality finance services to the organisation.

The role will include assisting with payroll processing, petty cash maintenance and various other accounts tasks and data entry using MYOB Accounting Software. This position will also be responsible for responding to general queries or directing to the appropriate member of the Finance Team.

KEY RESPONSIBILITY & DUTIES

Payroll Processing

- Enter new employee's and update employee details as required
- Review timesheets on a fortnightly basis and provide feedback to staff, team leaders and portfolio managers as required
- Process and review employee salary packaging arrangements
- Process staff timesheets (data entry) fortnightly into MYOB
- Process termination payments, including entitlements, as required
- Provide payroll reporting as required
- Respond to payroll queries as required
- Develop and maintain up-to-date manual of procedures and work instructions to support tasks performed surrounding payroll processing

Petty Cash

- Coordinate the weekly reimbursement of petty cash for various locations
- Provide guidance and support to Team Leaders around petty cash queries
- Record petty cash into MYOB weekly and reconcile against float
- Develop and maintain up-to-date manual of procedures and work instructions to support tasks performed surrounding petty cash management

General Finance Tasks

- Process weekly EFT payments
- Support the Finance Officer in various other tasks, such as accounts payable, banking, receipting and other general financial reporting
- Undertake other tasks as directed by the Resource Manager or CFO
- Respond to general finance queries or refer to the appropriate Finance Team member

Professional Development

- Actively participate in professional supervision and annual appraisals
- Attend mandatory training and professional development opportunities as required and/or negotiated



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Occupational Health & Safety

- Follow defined Occupational Health & Safety practices and procedures related to the work being undertaken in order to ensure the safety of self and others safety in the workplace
- Immediately report incidents and assist to identify and resolve any hazards in the workplace

SPECIAL CONDITIONS

- A six (6) month probationary period applies.
- A satisfactory criminal history assessment must be completed by SJCS prior to commencing employment. Ongoing employment with SJCS is subject to the employee maintaining a satisfactory criminal history assessment.
- In accordance with the Children's Protection Act 1993 is required to make a mandatory notification of abuse or neglect of a child under the age of 18 if there is a suspicion on reasonable grounds that a child has been, is being or is at risk of abuse or neglect; and the suspicion is formed in the course of the person's work or in carrying out official duties.
- The employee has read, understood and agrees to comply with the Core Values outlined on the first page of the Position Description.
- Holds a current unencumbered Australian Driver's Licence and is willing to drive.

SELECTION CRITERIA

- Demonstrated experience in working in a account/finance role – **essential**
- Intermediate level computer literacy using the Microsoft Office Suite, specifically Excel and other database applications – **essential**
- Willingness to work flexible hours when necessary - **essential**
- Ability to work professionally and maintain strict confidence – **essential**
- Demonstrated experience in working in a payroll role - **desirable**
- Competent in use of MYOB Accounting Software or similar accounting package – **desirable**
- Experience in, or understanding of, the non-government community sector – **desirable**
- Ability to prioritise workload, use initiative and work independently
- Ability to work in a team environment

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Endorsed: _____
Resource Manager

Date: / /

Acknowledged: _____
Employee

Date: / /

Approved: _____
Chief Financial Officer

Date: / /