

## POSITION DESCRIPTION

<b>Position Title:</b>	Finance Officer
<b>Department:</b>	Finance

### ORGANISATIONAL INFORMATION

MADEC, a not for profit organisation, is a provider of Employment Services, Education and Training, Labour Hire and Harvest Labour services across multiple states. With over 40 years of history, MADEC aims to deliver service excellence in the four pillars of its business operation.

Working in accordance with the guidelines set down by the Government, our business operation is focused on gaining successful employment outcomes for our clients. This is achieved by working with our clients to ensure we understand their barriers to employment, upskilling and providing training solutions, sourcing work opportunities via labour hire, harvest or by partnering with business and industry stakeholders to secure sustainable work options for our clients.

### PRIMARY PURPOSE OF ROLE

The position is responsible for providing financial, administrative and clerical services. This includes processing and monitoring payments and expenditures. Providing these services in an effective and efficient manner will ensure that financial records are accurate and up to date and that vendors and suppliers are paid within established time limits.

Direct Reports to this Role	Total Number of Reports
Nil	Nil

### Key Relationships

<b>Internal</b>	<ul style="list-style-type: none"> <li>Reports on a day to day basis to the CFO</li> <li>Site Managers</li> <li>All employees</li> <li>Executive Services Staff</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>Customers/clients</li> <li>Suppliers/vendors</li> <li>Funding bodies/agencies</li> </ul>

## KEY RESPONSIBILITIES / DUTIES

### Accounts Payable

Ensure that creditors are paid within credit terms and maintain good relations with suppliers.

Accounts Payable coding determination using guidance of the PO

Accounts Payable data entry into Tech One.

Entry of purchase orders, amendment of POs raised by business and “receiving” of POs raised by the business.

Assist all staff in complying with purchasing procedure.

Review monthly supplier statements and follow up with suppliers

Resolve invoice discrepancies and respond to supplier inquiries.

Assist in the management of processes in relation to creditors

Invoice (sales) invoice processing when requested through Accounts email.

Ensure compliance with financial controls in respect to accounts payable

Rent run entry of monthly rental and creation of AP journal and payment run.

BPAY bank and tech one entry

Undertake payment requisitions.

Undertake end of month reporting and reconciliation.

### Petty Cash and Cards

Petty Cash processing, coding and site support

Provide reminders in respect to card reconciliations due dates to the sites.

Once recs are received, overview quick assessment for correct transactions and follow up with the site for missing transactions.

Responsibility for balance management and enter card top ups/re-loads report into Tech One. Issue re-load through WBC card management system.

Review and code all transactions on the spreadsheet.

Assess which transactions require a claim and undertake employment fund monitoring and processing for those requiring Employment Fund Claim.

Enter cards into Tech one using an AP journal

Be the point of contact for all cards related queries and provide technical assistance in respect to utilisation and control of the cards.

Responsibility for cardholder management. Issue new cards, cancel or suspend cards and update cardholder details.

Ensure compliance with financial controls in respect to cards and cash

### Employment fund monitoring and processing

EF transaction review encompassing PO, invoice, ESS activity and supporting evidence review in order to facilitate Employment fund claims. Review Claims against EF (Employment Fund) guidelines and Documentary Evidence Guidelines

Provision of technical support to sites and individuals on ensuring that MADEC adheres to EF guidelines

Review of the creation ESS activities and placement of jobseekers into activities. If deficiencies are identified re-create and place jobseekers into activities prior to processing

Icase PO commitment entry into ESS. Entry of purchase orders, amendment of POs raised by business and “receiving” of POs raised by the business

Undertake the ESS claim for EF and relocation assistance expenses

### Other

Assist the CFO in the development and maintenance of policies and procedures and systems for MADEC.

Engage in professional development programs in areas relevant to the role and support the CFO in encouraging other

people in the team to actively develop their skills.
Support the CFO by contributing ideas for continuous improvement of processes, systems and outputs and support the CFO in encouraging other people in the team to do the same.
Support the CFO by identifying improvements in existing controls to reduce the risk of incorrect financial outputs.
Assist with business enquiries if necessary and assist with other general administrative duties as necessary.
Other duties as required by the CFO.
<b>Corporate responsibilities</b>
Contribute to the achievement of the goals as outlined in the Strategic Plan and the overall objectives of the organisation.
Participate fully in staff appraisal and professional development review processes.
Comply with all Work, Health, Safety and Environmental system requirements which provide a safe and healthy work environment, free from sexual harassment and discrimination.
Adhere to MADEC's policies and procedure and "Code of Conduct" for employees.
Participate in the Continuous Improvement of the Integrated Management System by assisting with identifying, correcting, monitoring and evaluating activities to improve internal and external customer service.
Participate in managing and complying with injury management practices with the aim of early return to work in all cases.

## QUALIFICATIONS AND EXPERIENCE

	Essential	Desirable
<b>Qualifications</b>		Certificate III in Business administration or equivalent or equivalent minimum 2 years' experience
<b>Experience:</b>		Previous experience in an office environment in particular an accounting/finance unit
<b>Skills:</b>	<p>An understanding of accounting principles and their practical application in a business environment.</p> <p>Demonstrated computer skill and literacy, with practical understanding and application of spread sheets, databases, and general ledger systems.</p> <p>Solid interpersonal skills.</p> <p>Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks.</p> <p>Cultivates creditability and honesty.</p> <p>Demonstrates a high level of confidentiality and discretion.</p> <p>Displays enthusiasm and initiative - has a high achievement drive and acts in a self-directed way.</p> <p>Exercises ownership and a high concern for the quality of their own work, reflected in a high attention to accuracy and detail.</p> <p>Possesses a sense of urgency.</p> <p>Operates effectively in a team environment; establishes a rapport and builds strong relationships.</p> <p>Shows a strong community and service ethic and commitment to deliver exceptional service.</p> <p>Is flexible and has an ability to adapt and operate effectively in a demanding and changing business environment.</p> <p>Well-developed interpersonal, oral and written communication skills.</p>	

## At MADEC We Value

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### Accountability

We do what we say we will do and are responsible for our actions.

### Authenticity

We remain true to our core purpose. We are honest, trustworthy and transparent.

### Courageousness

We act ethically and stand up for what is right, just and fair.

### Passion

We believe in what we do and will not waver in our commitment to achieving expected outcomes.

### Inclusiveness

Everyone matters, we are “all” community.

### Excellence

We are committed to continuous improvement in all we do.

### Position Description reviewed by:

Employee Name:		Title:		Date:	/ /
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### Employee acknowledgement of Position Description:

Employee Name:		Signature:		Date:	/ /
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Please provide copy of Position Description to employee.  
Employee to sign and return to Human Resources.