



## CREATE Foundation Role Profile

<b>Position title</b>	Finance Officer
<b>Location</b>	Sydney
<b>Reports to</b>	National Finance Manager
<b>Salary Range</b>	NSW SCHCADS Level 4.1 + superannuation and salary sacrifice
<b>Hours</b>	30.4 hours per week (4 days per week)

## Position Statement

### Primary purpose of the position

The Finance Officer role is located at CREATE's National Office in Sydney and will work with the Finance team and play a vital role in supporting the overall finance process as well as working closely with all Business Units and State offices within the organisation to achieve this.

### Position context and specific job requirements

The position of the Finance Officer provides high quality, professional and efficient finance and administrative support to the Finance team.

### Key Responsibilities:

#### Accounts Payable (AP)

- Check supplier invoices and reimbursement claims for accuracy, appropriateness and correct account coding
- Ensure that invoices are correctly approved for payment (approved Purchase Request Forms)
- Enter in all AP invoices and process weekly payment runs
- Maintain appropriate hard copy files of all current period documentation and archive previous period documentation
- Ensure that all credit card statements are reconciled monthly with appropriate support documentation and coding of transactions
- Process all cash advance requests, acquittals and petty cash requests, as required.

#### Finance Administration

- Process all travel requests for the organisation ensuring that all requests have the appropriate approvals

- Enter all travel request processed into the Travel Booking Register
- Process all cab charge requests and maintain a register to ensure accurate coding of the statements can be performed
- Process all requests for gift voucher requests and ensure that appropriate registers are maintained, where required
- Respond to finance queries in a timely manner and provide assistance to both internal and external stakeholders
- Assist the National Finance Manager and Senior Finance Officer with the preparation of the monthly, quarterly and annual finance reports and responding to the auditor's requests to documentation

### **External Relationship Management**

- Liaise with the bank regarding corporate cards and other queries
- Liaise with suppliers (phone, internet, mobile and electricity) for any issues that may arise

### **Continuous Improvement**

- Minimise finance discrepancies and irregularities through quality practice and ensuring finance procedures and policies are followed by staff and resolve any issues that may arise.

### **Other**

- Comply with all CREATE Foundation policies and guidelines.
- Assist in the implementation of the national biennial conference as required.
- Perform additional tasks as requested.

## Key Result Areas

1. Timely payment of Invoices, acquittals and staff claims
2. Timely processing of travel requests and maintenance of the Travel Register
3. Proactive communication with staff in finance procedures and policies to improve compliance
4. Maintaining high level of compliance for the annual audit.

### **Direct reporting relationships**

This role reports directly to the National Finance Manager.

### **Organisational citizenship and team work**

- Demonstrate an active, dedicated commitment to the CREATE mission and vision.
- Actively seek to understand, represent and support CREATE's vision and company position to all stakeholders, internally and externally.
- Ensure a high level of confidentiality and integrity, liaise with others in a professional, respectful and constructive manner.
- Ensure children and young people's safety is paramount.
- Assist in the development of and participate in national CREATE initiatives, projects and events such as the national conference.

## Key challenges of the role

- Staff compliance to finance procedures and policies
- Communication with remote and varied workforce
- Isolation of finance team from State offices

## Knowledge and Experience Required

- At least 1-2 years' experience with an Accounting/Payroll system such as MYOB
- Intermediate skills in Microsoft applications such as WORD , EXCEL and ACCESS
- Understanding of debit and credit general accounting
- Reconciliation experience (Bank and general ledger)
- Experience working in a deadline driven environment

## Essential Skills and Attributes

- Good organisation and multi-tasking capability
- Able to plan for and produce work for multiple people
- High levels of integrity and able to maintain discretion and work with confidential information

## Selection Criteria

*(Please limit response to a total of 4 pages)*

### Note:

- All applicants must successfully undertake security checks (Suitability Card or equivalent and/or Police checks).
- Must comply with government and / or health directives in each state jurisdiction, and where so indicated be vaccinated for COVID 19

1. Highly developed computer literacy skills (Microsoft Office and experience with MYOB)
2. Highly developed interpersonal and communication skills
3. Demonstrated ability to manage time effectively and to prioritize workload
4. Ability to work autonomously and as a productive member of the team
5. Demonstrated ability to manage financial resources and a high level of understanding of financial systems and processes