



Position Details

Position Title	Finance Officer (General Support)
Location	3 Frederick Road Royal Park
Reports To (Position Title)	Accountant
Financial Accountability (Expense Budget and/or revenue)	N/A
Management Responsibility (No of employees managed/supervised)	N/A

Position Responsibilities

Purpose of the Position	Responsible for providing general support to all finance functions and backup for payables, receivables, and GTO payroll during periods of absence.
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In order of importance, list the key responsibilities/activities of the position. Each responsibility should be weighted according to the amount of time/effort spent on it during a normal year. The total weighting will be 100%.

Primary Responsibility	To support and backup for accounts payable, accounts receivable and GTO payroll.	Time Spent 40%
Purpose of Activity	To ensure that all finance functions are fulfilled across MTA and GTS and support is provided where required.	
Example	<ul style="list-style-type: none"> • Process creditor invoices through ProSpend . • Create new asset in accounting system. • Process invoices and receipts. • Debt collection. 	

Responsibility (2)	To provide support and backup for accounts receivable.	20%
	To ensure invoices are raised and amounts outstanding from debtors are collected within the invoice period.	
Example	<ul style="list-style-type: none"> • Process receipts from host invoices. • Process receipts for training invoices. • Process receipts for government fundings. • Generate invoices for upskilling and the RTO and GTO as required. • Undertake bank reconciliation weekly. • Debtor reports and debt collection 	
Responsibility (3)	To provide support and backup for accounts payable.	20%
	To ensure invoices are processed and paid on time and to allocate expenses in accordance with relevant rules and guidelines.	
Example	<ul style="list-style-type: none"> • Process validated invoices in ProSpend. • Allocate expense items to General Ledger. • Process payments in accordance with trading terms. • Respond to payment queries in a timely manner. 	
Responsibility (4)	Provide support and backup to the Payroll Officers for Group Training Scheme apprentice payroll.	20%
	To ensure accurate information of all employees is maintained according to legislative and MTA requirements.	
	<ul style="list-style-type: none"> • Inputting apprentice timesheets when required. • Payroll reporting. • Leave records. 	
Total Weighting		100%

Compliance Responsibilities

It is the responsibility of both the manager and incumbent(s) of the role to ensure that the following compliance requirements are met:

- **Relevant laws and regulations including OH&S and EEO**
- **Industry codes.**

Knowledge, Skill, and Experience Requirements

Knowledge <ul style="list-style-type: none"> • SACE • Degree/Diploma • Post-Graduate Qualifications • Trade Certificate • Industry Specific Qualifications 	Essential Associate Diploma in Accounting/Finance	Preferred I
Skills <ul style="list-style-type: none"> • Interpersonal Skills e.g. Communication, Negotiation, Problem Solving, Analytical, Customer Service, Teamwork. 	Essential Verbal and Written Communication Negotiation Customer Service Attention to detail Problem solving	Preferred IT Analytical capabilities
Computer Software <ul style="list-style-type: none"> • E.g. Microsoft suite, Project, Finance. 	Essential Intermediate level Microsoft suite	Preferred Advanced in Accounting and Database software
Technical Skills <ul style="list-style-type: none"> • Licences 	Essential	Preferred
Experience <ul style="list-style-type: none"> • Industry and/or field experience. 	Essential Accounts Payable and/or Receivable experience Understanding of accounting principles to trial balance stage	Preferred Data analysis

Frequent Contacts

Internal Contacts Includes organisational managers and employees.	Organisational Managers Organisational Employees
External Contacts Includes customers, members, suppliers, Government bodies, industry groups, competitors	Members External Suppliers Students Industry Groups

Managerial/Leadership Functions

<p>Relevant management functions performed including:</p> <ul style="list-style-type: none"> • Performance and Career Planning • Salary Review • Business Planning • Budgeting 	<p>N/A</p>
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I HAVE READ AND DISCUSSED THE CONTENTS OF THIS POSITION DESCRIPTION WITH THE UNDERSIGNED MANAGER. I ACCEPT THE CONDITIONS OF THIS POSITION AS STIPULATED ABOVE.

<p>.....</p> <p>NAME OF INCUMBENT</p>	<p>LOUISE CONNELLY</p> <p>FINANCIAL CONTROLLER</p>
<p>DATE OF APPOINTMENT:</p>	<p>DATE:</p>
<p>.....</p> <p>SIGNATURE OF INCUMBENT</p>	<p>.....</p> <p>SIGNATURE OF FINANCIAL CONTROLLER</p>