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| **Position title** | Finance Business Partner / Accountant |
| **Employee name** | Vacant |
| **Department/Service** | Business and Finance |
| **Location** | Thurgoona |
| **Position reports to** | Finance Manager |
| **Positions reporting to this role** | N/A |
| **Financial delegation** | N/A |
| **Budget accountability** | N/A |
| **Employment basis** | Full Time |

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| **Work Environment (e.g. Office based, Residential based, Community based)** |
| The Finance Business Partner / Accountant role is based at Mercy Connect Corporate Office in Thurgoona. |

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| **Mercy Connect Values** | |
| Compassion | Supporting and listening with kindness and understanding |
| Hospitality | Welcoming each other with openness and a smile |
| Respect | Accepting and treating each other with integrity |
| Innovation | Seeing opportunities and creating new solutions |
| Teamwork | Working together with a shared view of success |
| Accountability | Choosing courage and taking ownership of our actions |

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| **Role Purpose** | Reporting to the Finance Manager, the Finance Business Partner / Accountant will execute Key Accountabilities and Tasks within set procedures and guidelines. The role will also contribute to the accurate and timely processing and reporting of information and to provide optimal service to internal and external customers. |
| **Key Selection Criteria Essential** | * Interest in finance tasks including general ledger processing, bank and account reconciliations, accounts payable (AP), accounts receivable (AR), debt management and other finance tasks as required; * Experience and skills in Client Account management including budgeting, expenditure management, reporting whilst maintaining compliance with relevant policies; * Monitoring the compliance with relevant policies, procedures, and legislation. * Ability to analyse and problem solve with a solution focus; * Proven communication skills including oral and written presentations skills; * Excellent customer service skills with strong customer focus; * Well-developed organisational skills including attention to accurate and timely processing and reporting; * High level of integrity and ability to maintain confidentiality; * Adaptability and ability to be flexible. * Positive collaboration approach. |
| **Experience and qualifications** | * Cert IV in Business or equivalent and/or skills and experience * Working towards or recently completed degree in Finance / Accounting |
| **Key Selection Criteria Desirable** | * Experience in Microsoft Office Suite * Experience in finance systems (WIISE) and processes * Demonstrated strong stakeholder engagement |
| **Other requirements of the role** | * NDIS Worker Screening Check * Please note it is the responsibility of all staff to notify the organisation if there are any changes to Police check, probity checks and/or driver’s licence status. |

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| **General** **key responsibilities of this role include** | |
| **Workplace Health and Safety (WHS) and Risk Management** | * Report any hazards or issues that impact on the safety of the workplace; * Fulfil your role in a manner that uses safe work practices; * To adhere to organisational policies, procedures and line management directives. |
| **Quality** | * Ensures necessary documentation is completed as required and in a manner which reflects outcomes for the individual; * Ensures relevant line manager is kept abreast of all issues in a timely manner. |

**Role Priorities**

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| **Role Priority 1:** | Apply best practice creditor management practices which contribute to effective cash flow management and positive customer relationships. | |
| **Behavioural Guidelines** | | **Evidence (KPI)** |
| Best practice creditor management principles are applied which ensures creditors are paid correctly and in a timely manner. | | * Emails to Mercy Connect’s Accounts Payable (AP) account are actioned in a timely way * AP invoices are processed using the finance system * Invoice processing is automated and actioned appropriately * Exflow users are supported to approve AP within set timeframes. * Correct GST amount, code and dimension applied to transactions. * Task list for overdue payments or AP invoices on hold is maintained, actioned or escalated as required. |
| Manage risks associated with automated creditor management to uphold the integrity of related policies and procedures. | | * Delegation Policy is checked and upheld. * Cyber safety and fraud prevention procedures are adhered to. * Concerns of threats or breaches as required are reported immediately. |
| Vendor cards within the Finance System are actively monitored and maintained to ensure ongoing data integrity. | | * AP balances are recorded and reconciled in accordance with agreed timeframes. * AP balance reports are prepared and distributed within agreed timeframes. * Communication between Exflow approvers and finance team is maintained. |
| Stakeholder relationships are strengthened through the consistent delivery of exceptional customer service. | | * Invoicing timeframes are met. * Stakeholder communication is professional at all times. * Stakeholders are consulted when payment is to be made outside of agreed invoicing timeframes. |

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| **Role Priority 2:** | Assist with accurate and timely recording of financial information by processing and reconciling account and corporate cards in accordance with key financial management principles. | |
| **Behavioural Guidelines** | | **Evidence (KPI)** |
| Complete all bank transaction tasks in accordance with departmental guidelines, ensuring transactions are processed and reconciled on a daily basis. | | * Bank feed transactions processed daily * Bank accounts are reconciled within agreed timeframes. * Unknown transactions are followed-up and processed |
| General Ledger accounts are maintained as directed, including but not limited to Payroll Liability Accounts and Accounts Payable | | * Transactions in GL accounts are monitored and accounted for. * GL accounts are reconciled monthly. |
| Organisational and Activity spending including Corporate Card spending, is captured using the Expense Manager system. | | * Expense Manager claims are reviewed, corrected and processed within agreed timeframes. * Expense Manager users are supported to accurately submit claims within agreed timeframes. * Expense Manager is used effectively to reconcile GL accounts. |

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| **Role Priority 3:** | Contribute to organisational compliance and effective financial decision making by providing accurate and relevant information to the Finance Manager and Chief Financial Officer (CFO) for inclusion in regular Board and Management Reports. | |
| **Behavioural Guidelines** | | **Evidence (KPI)** |
| Assist in the preparation monthly Board and Management reports by providing accurate data to the Finance Manager and CFO. | | * Contributions to monthly Program and Property profitability reporting * Recommendations made for the improvement of the monthly reports. * Assist with the maintenance of the fixed asset register. |
| Strive for best practice of the WIISE finance system by actively seeking opportunities for improvement. | | * Recommendations of process improvements. * Streamlined work processes * Feedback from stakeholders. |
| Ensure Mercy Connect meets its regulatory obligations by assisting the Finance Manager with the accurate completion of monthly and annual reporting requirements. | | * Assistance with the completion of the monthly BAS report * Assistance with completion of the annual FBT return * Assistance with the completion of the annual TTP survey |
| Provide input into internal policies and procedures to ensure they meet regulatory and compliance standards. | | * Provide requested information to the Internal Auditor, ensuring compliance with policies and procedures * Non-compliance or misuse of funds is reported immediately. * Contribution of ideas and for areas of improvement |

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| **Role Priority 4:** | Foster positive business partnerships through the provision of solution focused support to all stakeholders. | |
| **Behavioural Guidelines** | | **Evidence (KPI)** |
| Contribute to the delivery of relevant projects and support impacted staff throughout each stage of the project, providing them with a positive change management experience. | | * Strong communication skills demonstrated * Finance procedure changes are clearly communicated to stakeholders. * Assist with other reporting and projects as requested. * Positively contribute when required. |
| Build trusting relationships with all levels of staff. | | * Support provided to the satisfaction of stakeholders. * Solutions delivered within agreed timeframes. * Staff and team feedback. |
| Promote collaborative behaviours within the Finance and broader Mercy Connect teams. | | * Active contribution to team goals, providing guidance and input as expected. * Demonstration of Mercy Connect values. * Management and peer feedback |

I acknowledge that:

* Statements included in this position description are intended to reflect duties and responsibilities that I may be required to undertake and are not to be interpreted as being all inclusive
* I have read, understood and accepted the above position description and associated attachments.

**Employee signature: Line Manager:**

Print name: Print name:

Date: Date: