

Finance Officer

JOB SPECIFICATION

1 BROAD PURPOSE OF POSITION

The Finance Officer is responsible for the delivery of efficient and effective Accounts Payable and Accounts Receivable services and provides support in the delivery of other accounting and administrative services to support the team are also required.

2 OUR VALUES

Adelaide Cemeteries fulfils a special role within our communities. At our heart, we provide essential services and information to help people navigate one of life's most significant and challenging events, death. Our Organisational Values express what Adelaide Cemeteries stands for, the way we present ourselves and our cemeteries, how we work together, make decisions and most importantly, how we treat our customers. It is important that every Adelaide Cemeteries employee "lives and breathes" our Organisational Values.

Our Values are:

Courageous: Say what we believe in and be willing to challenge and be challenged.

Honest: Be open, transparent and invite constructive feedback.

Accountable: Own our actions.

Respectful: Feel empathy, be considerate and willing to help.

Trusting: Have confidence in the ability of others.

3 REPORTING/WORKING RELATIONSHIPS

The Finance Officer is accountable to the Senior Accountant.

The position interacts regularly across Adelaide Cemeteries on reconciliations and accounting matters

4 KEY RESPONSIBILITIES AND ASSOCIATED ACTIVITIES

- 4.1 Ensure effective operation of Adelaide Cemeteries' Accounts Receivable (AR) service including maintenance of the vendor file, preparing, coding and batching accounts and related reconciliation procedures.
- 4.2 Backfilling if the Accounts Payable service during leave of colleague.
- 4.3 Ensure effective operation of Adelaide Cemeteries' Accounts Receivable service including invoice generation, preparing, receipting, coding and batching transactions and related reconciliation procedures.
- 4.4 Process the payment of goods and services in accordance with purchasing guidelines and delegated financial limits.
- 4.5 Responsible for bank, Accounts Receivable and other balance sheet reconciliations.
- 4.6 Responsible for End of Month close-off related procedures.
- 4.7 Monitor Adelaide Cemeteries' capital budget spending.
- 4.8 Contribute to the financial management of Adelaide Cemeteries by undertaking investigations and tasks as directed by the Senior Accountant.
- 4.9 Assist with the preparation of Adelaide Cemeteries' annual financial statements at the request of the Senior Accountant.
- 4.10 Liaise with the Department of Treasury and Finance, other government agencies and the Auditor-General's Department as required.
- 4.11 Review and update Accounts Receivable and Accounts Payable related policies and procedures.
- 4.12 Maintaining Fixed Asset register.
- 4.13 The Finance Officer position will develop to provide back up to perform Accounts Payable and Payroll during times of leave.

5 ADDITIONAL ORGANISATIONAL REQUIREMENTS

- 5.1 Commitment to working flexibly with some out of hours work required
- 5.2 Ability to communicate effectively, interact with co-workers, managers, and public.
- 5.3 Will be required to participate in an approved performance management program
- 5.4 Will be required to participate in relevant trainings to satisfy compliance and health and safety requirements
- 5.5 Will be required to submit police history checks
- 5.6 Commitment to the principles and practices of ethical conduct, equity, and respectful behaviour within the workplace
- 5.7 Continuous improvement and quality assurance
- 5.8 High quality, sensitive customer service delivery standards
- 5.9 A flexible approach to the taking of leave is required
- 5.10 The ability to work calmly under pressure.

6 WORK HEALTH SAFETY REQUIREMENTS

- 6.1 Take reasonable care of the health and safety of yourself and others. You must cooperate with Adelaide Cemeteries in their efforts to comply with Work Health & Safety requirements
- 6.2 You should not undertake any task unless you have been adequately trained and are qualified in accordance with Work Cover and other requirements to undertake the task
- 6.3 Always ensure that you and your fellow employees utilise safe working procedures and personal protective equipment applicable to the task to be undertaken. This obligation applies to each aspect of work to be carried out by all employees and contractors
- 6.4 Immediately report any condition, which threatens your safety, the safety of a co-worker or member of the public
- 6.5 Where necessary, take immediate corrective action where something poses a threat to health and safety. Further, report and document any corrective action to the appropriate worker to ensure that the situation does not recur.

7 ENVIRONMENTAL REQUIREMENTS

Contribute to the successful implementation of Adelaide Cemeteries’ Environmental Management System by complying with Adelaide Cemeteries’ environmental policies and obligations to ISO140001 Environmental Management Systems by taking appropriate action in areas such as:

- 7.1 Supporting Adelaide Cemeteries to fulfil its compliance obligations to protect the environment by preventing or mitigating adverse environmental impacts
- 7.2 Have an awareness and understanding of the requirements of the Environmental Management System
- 7.3 Actively participate in environment awareness training
- 7.4 Make suggestions to Top Management or the EMSC regarding opportunities for continual improvement
- 7.5 Demonstrate commitment with respect to the Environmental Management System and all activities associated with the reduction of Adelaide Cemeteries’ greenhouse gas emissions, including but not limited to:
 - 7.5.1 Maximising the diversion of waste from landfill from business operations
 - 7.5.2 Encourage the efficient use of water
 - 7.5.3 Consider the lifecycle perspective of an activity, product, or service
 - 7.5.4 Protection of Adelaide Cemeteries environmental assets
 - 7.5.5 Minimise power requirements whenever possible

8 PROCUREMENT

Officers such as administrative staff, team leaders, and senior decision makers with a requirement to procure goods and services, manage contracts and budgets on behalf of Adelaide Cemeteries are required to discharge procurement and contract management duties in accordance with Adelaide Cemeteries’ Procurement Framework.

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Employee

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Manager

PERSON SPECIFICATION

QUALIFICATIONS

- **Essential** – Appropriate Tertiary qualifications in finance or business administration
- **Desirable** –

KNOWLEDGE, SKILLS, AND EXPERIENCE

Essential

- Experience in Accounts Payable, Accounts Receivable and/or general ledger operations.
- Knowledge of Accounting standards and practices.
- Ability to quickly understand and learn new processes and systems.
- Ability to communicate effectively both orally and in writing with internal and external customers.
- Ability to analyse issues and provide suitable solutions

Desirable

- Understanding of the functions and services of Adelaide Cemeteries.
- Experience in payroll processing and administration.
- Ability to interpret industrial agreements and/or award conditions and perform related payroll calculations.
- Knowledge of Payroll administration including, taxation, superannuation, payroll generation, disbursement, balancing and reconciliation processes.
- Practical experience in the operation of a computerised payroll and leave management system.
- Experience with the Micropay Meridian Payroll System.