



Accounts Receivable & Business Support Officer

Key Position Information

Job Title: **Accounts Receivable & Business Support Officer**

Position Reports To: Finance & Business Support Manager

Location: **National Centre of Indigenous Excellence, 180 George St, Redfern**

This position description is intended to be a guide to the principal duties and responsibilities of the post and includes specific tasks by way of illustration. It is not intended to be a definitive or exhaustive list. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Status: Part time – 18-24 hours per week

Direct reports: *nil*

Primary Purpose of Job

The purpose of this role is to fulfil the Accounts Receivable function as well as perform reconciliations while assisting with general projects. The role provides business reporting to internal stakeholders and contributes to external and ILC Group reporting with a focus to efficiently deliver the NCIE overall strategies such as:

1. Strengthen accountability and demonstrate benefit
2. Be a high performing and sustainable social enterprise

Qualifications

Completion or progress towards an appropriate tertiary degree qualification (such as Bachelor of Business, Finance, or Accounting) *and* equivalent on-the-job experience.

The preferred candidate will work closely with the Finance & Business Manager and internal stakeholders, demonstrate a willingness to learn and develop towards the next stage in their Finance career.

Key Result Area (KRA) Key Performance Indicator (KPI)

Accounting Practices

- Perform all debtors Management duties.
- Ensure monthly entries, accruals, transfers and reconciliations are timely, accurate and reviewed for unity
- Manage internal billing / recharges
- Daily management of the operational bank account including the management of cash-flow forecast
- Provide input to internal and external audit reviews
- Develop knowledge of Accounts Payable & Payroll functions to act as leave relief

Financial Acumen	<ul style="list-style-type: none"> • Investigate queries from Finance & Business Support Manager • Prepare routine and adhoc reports as required by management • Provide analysis of costs, charges and income
Communication	<ul style="list-style-type: none"> • Interaction with various business units to inform accounting practices, ensure accuracy and validity of financial reports • Exchange and verify information with accounting team, including those in other locations and immediate work team
NCIE's Core Values	<ul style="list-style-type: none"> • Consistently acts in accordance with the NCIE's values, challenges practices inconsistent with these values and uses values as a basis managing relationships and decision making.
Employee WHS	<ul style="list-style-type: none"> • Modelling healthy and safe behaviour and ensuring personal health and safety at work. • Not adversely affecting the health and safety of other workers or persons. • Proactively detecting and reporting hazards, then reporting them to the line manager to ensure timely and proper control. • Complying with all reasonable instructions, policy, and procedures and safely using equipment. • Reporting any incidents (near misses/injury/illnesses).
Risk Management	<ul style="list-style-type: none"> • Assists with developing and managing a consolidated organisational risk and compliance portfolio including but not limited to WHS, financial, people, systems and operational risk.
NCIE Policies and Procedures	<ul style="list-style-type: none"> • Contribute to the development, compliance, maintenance, training and application of NCIE policies and procedures.

Selection Criteria

The occupant of this position will be able to demonstrate the following criteria:

1. Demonstrate skills and confidence in accounts receivable (transactional level) work and be ready to take that next step in your career in the Finance function.
2. Sound knowledge, skills and experience in accounting practices and procedures, including accounts receivable, budget management and financial analysis.
3. High attention to detail, with sound financial acumen.
4. Excellent time management and organizational skills with ability to prioritise workload and ensure strict deadlines are consistently met.
5. Ability to prepare, interpret and disseminate to others, routine financial reports and relevant correspondence.
6. Highly developed communication skills to effectively facilitate and negotiate significant outcomes with a wide range of people, including the ability to communicate effectively with Aboriginal people and Torres Strait Islanders and a knowledge and understanding of their cultures.
7. Advanced computing skills, particularly the ability to utilise the Microsoft Office suite of applications in a MS Windows environment.
8. *Desirable:* Experience working with Technology One Financials and Not-for-Profit experience.

Practical Requirements

Work outside of the normal hours of duty may be required.

Employment will be subject to a Criminal History Check and the candidate will have the ability to get a NSW Working with Children Check clearance.

The preferred candidate will be engaged on a fixed term Employment Agreement (negotiable).

Appointment to this position of a person not currently an officer of NCIE will be subject to a probationary period of 3 months.

