

POSITION DESCRIPTION – FINANCE OFFICER

Position Title	Finance Officer
Organisation	Queensland Council of Unions
Time fraction	Full time
Salary	From \$104,880 [Plus 15% superannuation]
Contract period	Permanent

About Queensland Unions

The Queensland Council of Unions is the peak union body in Queensland. It is comprised of 26 affiliated unions, representing 400,000 union members.

Our Mission Statement is “Leading Unions to achieve industrial, political and social justice for Queensland Workers”.

The QCU has an Executive of 45 Officers, 13 of whom form the Management Committee.

Job Purpose & Reporting

The purpose of the Finance Officer role is to provide support to the Executive Officer, General Secretary, Assistant General Secretary, and other employees in the areas of finance and administration.

The Finance Officer will report directly to the Executive Officer and indirectly, and ultimately, to the General Secretary.

Key Responsibilities

Working with the Executive Officer and other relevant employees of the QCU, the position is expected to undertake the following duties –

- Reconciliation of accounts
- Reconciliation of credit cards
- BAS lodgment for all entities
- PAYG lodgement
- Processing invoices
- Monthly financial reports for all entities
- Annual budget preparation
- Maintain investment strategy
- Participate in the annual Audit process
- Maintain tenancy schedules
- Assist with property management
- General administration

Relevant Qualifications and Experience

A relevant tertiary qualification, or equivalent experience in a finance/business. Training will be provided to the successful candidate.

Required Knowledge and Experience

- Previous experience as a Finance Officer.
- Experience with assisting in auditing and budget preparations.
- Solid knowledge of financial and accounting procedures and standards.
- Experience using financial software (Xero) and advanced MS Excel skills.
- Excellent organisational skills and ability to handle time sensitive tasks.

Skills and Abilities

- High level communication and interpersonal skills.
- Capacity to implement projects and meet competing deadlines.
- Well developed personal organisational and administrative skills.
- Demonstrated ability to work as a collaborative team member.

Personal Attributes

- Demonstrated ability to develop and maintain relationships with internal and external stakeholders.
- Ability to work with staff to promote a cooperative and cohesive team approach.
- Demonstrated commitment to the values and principles of trade unionism and ability to work with a diverse range of stakeholders within the trade union movement.
- Demonstrated commitment to the respect and values of cultural and social diversity both within the workforce and the community.

Other

This full time position is based in Brisbane.

The QCU supports Equal Employment Opportunity and encourages Aboriginal and Torres Strait Islander people, women, and/or people who identify as gender diverse with relevant experience and skills to apply.

Key Selection Criteria

1. Experience with the use of internal financial systems and procedures, including reconciliation, lodgment of BAS, preparation of financial reports and assisting with internal auditing functions.
2. Knowledge of financial and accounting procedures and experience using financial software and advanced MS Excel skills.
3. Competency in the use of Microsoft Outlook, Word, Excel and experience in using accounting software.
4. Ability to work collaboratively with other team members and be self-driven, demonstrate effective time management skills, and apply a high level of attention to detail.

Application Process

For any further information regarding the position, please contact Ms Renee Kempin Executive Officer with the QCU on (07) 3010 2555 or reneek@qcu.asn.au.

Applications **close at 5pm on Friday, 31 May 2024.**

An applicant's CV, together with a cover letter addressing the key selection criteria, should be forwarded to:

Ms Jacqueline King
General Secretary
Queensland Council of Unions
Level 5
16 Peel Street
South Brisbane Qld 4101

or alternately emailed to reneek@qcu.asn.au.