

Position Description Finance Administrator POSEA3040 ISO9001 Approved by Belinda Puckey Next Revision: 01/07/2027	Location:	Richmond
	Traditional Land Owners:	Wurundjeri People
	Classification:	SCHADS Level 3
	Reports To:	Finance and Payroll Manager
	Direct Reports:	N/A

Odyssey Victoria (OV) is a place of hope and positive change for individuals working towards breaking their pattern of addiction. At OV we believe that every person should have the opportunity to change and grow. Our diverse teams work with individuals, families, and communities to reduce drug use, improve mental health, and reconnect people to their family and the community. The Odyssey name and logo reflects the courageous journey of self-discovery and change that our clients undertake.

Position objective

The Finance Administrator is responsible for delivering high-quality transactional finance and payroll support to ensure efficient and compliant operation of OV's finance function. Working within established processes and systems, the role contributes to accurate financial reporting, payroll integrity and effective internal service delivery.

Role responsibilities

Working under general direction, the role performs duties in the application of established procedures and methods, and within this scope exercises initiative, using knowledge, judgment and work skills acquired through relevant qualifications and/or previous work experience, as well as contributing to the interpretation of matters which may have no clearly established practices, although such activity would not be the sole responsibility.

The role undertakes responsibility for the following varied activities:

Finance / Accounting

- Process end to end accounts payable, ensuring accuracy, timeliness and appropriate authorisation.
- Prepare and post general journals and assist with month end procedures.
- Bank reconciliation and processing bank transactions.
- Process financial transactions, including invoices, receipts and payments.
- Ensure compliance with internal controls, policies and audit requirements

Payroll

- Provide back up support to payroll when required, including processing payroll end to end and maintenance of employee records.
- Interpret Award provisions (SCHADS, Nurses, Education, HPSS) and respond to payroll-related queries.
- Process payroll adjustments including backpay, allowances and employment changes.
- Assist with PAYG and Superannuation and other statutory obligations – reconciled to the balance sheet.
- Identify and escalate payroll discrepancies and risks in a timely manner.

General

- Actively promote and adhere to the OV Child Safety policy and procedures to assist OV to maintain a Child Safe Organisation and support colleagues to engage in child safe practices.
- Understand and apply inclusive and intersectional practice when working with people from diverse communities such as cultures, genders, sexualities, bodies, abilities, spiritualities, ages and backgrounds.

Key Selection Criteria

1. Demonstrated experience in finance, accounting and payroll functions.
2. Ability to manage competing priorities and meet deadlines.
3. Strong attention to detail and high level of accuracy in data entry.
4. Strong teamwork and collaboration skills.
5. Able to build and maintain effective relationships with internal and external stakeholders.
6. Able to maintain confidentiality in relation to staff information and other sensitive organisational matters.
7. Strong information technology skills, including proficiency in Microsoft Office suite and finance and payroll software.
8. Good verbal and written communication skills

Essential Requirements

- Satisfactory outcome of a confidential Police Check and Working with Children Check. OV is committed to child safety and is a child safe organisation.
- Empathy for those whose lives have been affected by problematic alcohol and other drug use/ and or mental health disorders.
- Eligibility to work in Australia.

Desirable Requirements

- First Aid Certificate.
 - Current knowledge of OH&S practices.
-

Our Reconciliation Action Commitment

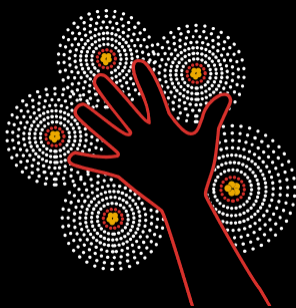
Odyssey Victoria's commitment to reconciliation with Australia's first nation peoples, means that we prioritise a workplace that welcomes, supports, and employs Aboriginal and Torres Strait Islander peoples, and we value their unique contribution to our organisation.

We will act in ways that promote reconciliation between our Aboriginal clients and our staff, and to contribute to the healing that is needed. We will assist with, and prioritise, Aboriginal and Torres Strait Islander job applications and treatment referrals. We commit to celebrating local and national dates of significance, and we will Acknowledge Country when we meet together. We will respect the histories and cultures of Aboriginal and Torres Strait Islander peoples and acknowledge their unique status as the traditional custodians of this land and its waters.

Our Diversity Commitment

At Odyssey Victoria, we value diversity and believe that employing people with a range of backgrounds and abilities brings a variety of ideas, perspectives and experiences that will enhance the relevance, safety, and effectiveness our services.

We will promote a workplace that actively seeks to encourage people with disabilities, LGBTQIA+ people, young people, older Australians, and people from diverse cultural, linguistic and faith backgrounds to apply for employment with us. We are committed to ensuring that a diverse range of people are welcomed, valued, and supported in their roles.



Our values

We promote hope for change and expectation to reach one's full potential. We encourage perseverance and innovation to make a real difference in people's lives. We uphold the pillars of Respect, Concern, Honesty, Trust, and Love. Our values are promoted among the residents, staff, and clients of Odyssey Victoria.

This artwork, inspired by Chris Thorne, represents counting the pillars on one hand.