

Position Description		
Title:	Finance Support Officer	
Department:	Business and Operations	
Purpose:	- Responsible for Finance data entry and support in the following areas: - Accounts payable - Payroll. - International and domestic bank payments - Cash and Bank Reconciliations - Business Accounts Receivables - Provides high levels of customer service to internal staff and suppliers.	
Reports to:	CFO	
Direct Reports/ Supervises:	Nil	
Key Relationships:	Internal: Finance Team, CFO, HR Manager, all employees External: Suppliers and Financial Institutions, Salary Packaging Provider, Outsourced Payroll; Auditor	
Hours per Week:	35	
Location:	Transform Aid / Baptist World Aid Headquarters, North Ryde NSW	
Key Responsibilities and Activities		
Key Focus Areas	Activities	KPI/ How they are measured
Accounts Payable	- Payment of accounts to all suppliers in an efficient and timely manner ensuring processes and followed and delegations of authority are adhered to. - Setting up new supplier accounts and maintain existing vendor accounts - Liaising with suppliers in relation to any invoice discrepancies or supplier enquiries - Reconciliation of supplier accounts and the investigation and resolution of any discrepancies - Preparation of supplier payment batches in accordance with existing payment schedules - Matching supplier invoices to any relevant delivery dockets/purchase orders - Other Accounts Payable tasks as needed	Accurate and on time payments made to suppliers in an efficient manner

Payroll	- Fortnightly payroll processing for TAI and monthly payroll processing for GIA (outsourced payroll): - Ensure understanding and compliance with relevant awards and legislation; - Preparation and payment of relevant tax obligations including PAYG tax, payroll tax, IAS submission and superannuation; - Set up new employees in Netsuite and process and termination payments; - Preparation and timely delivery of payslips and payment summaries; - Manage superannuation choice funds for employees; - Manage leave entitlements and payments; - Liaise with ATO and salary packaging providers on any issues; - Answer general payroll enquiries & resolving any issues in a timely manner; and - Employee record maintenance in Netsuite.	Accurate and on time payroll and salary packaging payments made for all employees
International Partner Payments	Payment of funds to be transferred to international partners in an efficient and timely manner.	Accurate and on time payments made to international partners
Credit Card and Petty Cash Acquittal	- Completion of credit card acquittals and payments - Petty Cash Acquittals	Credit card and petty cash acquittals reconciled each month
Cash and Bank Reconciliations	- Weekly – monthly Bank Reconciliations - Reconciliations of Cash items as needed	Reconciliations completed as needed – min monthly
Income and Debtor processing	- Invoice regular and adhoc business debtors - Adhoc Income transactions	Processing Income and Debtor transactions as needed
Reporting	Production of reports on payroll, AP and partner payments as agreed.	Accurate and timely reports produced
Secondary Activities		
- General accounting/bookkeeping/reporting assistance from time to time - Project work as agreed from time to time including system and process enhancements - Team support – supporting other team members when needed and when on leave		
Essential Knowledge, Skills and Experience		
- Minimum of 1-2 years experiences in accounts payable and Australia payroll, with a good knowledge of accounting principles and GL processes and financial controls. - Demonstrated good customer service and interpersonal skills, with the ability to communicate effectively with stakeholders - Strong attention to detail. - Highly proficient with Microsoft Office, specifically Excel. - Customer service orientated with a “can do” attitude - Aligned to the values, vision and mission of BWA		

Desirable Knowledge, Skills and Experience	
• Demonstrated ability in managing NetSuite or similar financial/ERP systems • Demonstrated experience in making international payments • Not for profit salary packaging experience	
Organisational Wide Requirements	
Our Values Always model the organisational values of the workplace.	
Continuous Improvement and Best Practice: You will have opportunity to participate in any continuous improvement exercises and to seek best practice in fulfilling your role. You will also can contribute to the ongoing development and improvement of policies and practices.	
Workplace Health and Safety and Equal Employment Opportunity: It is your responsibility to take reasonable care for the health and safety of all people within the workplace and for all people who may be affected by your acts or omissions. You will cooperate in implementing WHS legislation and standards. You are also accountable and responsible for complying with all Transform Aid International / Baptist World Aid policies and procedures designed to eliminate discrimination in the workplace.	
Child Safe Organisation: Transform Aid International / Baptist World Aid is a child safe organisation and all employees are required to read and understand our child protection policy, and in addition, sign and abide by our Child Safe Code of Conduct. All employees are required to provide authorisation for a National Police Check and will be required to gain a Working with Children Check.	
Compliance It is your responsibility to ensure compliance with TAI policies and procedures, legislation, as well as requirements of relevant regulatory bodies, including ACFID and DFAT.	

Employee Name	
Employee Signature	
Date	