

POSITION DESCRIPTION

Position title	Finance Officer
Group	Culture, Corporate and Change
Classification	Level 3
Location	Hybrid working arrangements – combination of work at Carers Victoria Melbourne CBD and home-based office work, in line with business needs.
Reports to	Manager, Finance and Analysis
FTE / Tenure	0.6

Organisational Purpose
Carers Victoria is a for-purpose organisation working to make sure that the almost 1 million unpaid carers across the state are understood, recognised and supported as while it is an important role, it can also be a challenging one. To progress our vision of a future in which all unpaid carers are recognised, valued and supported, we: • provide them with free with advice and information to help them in their role • connect them to respite activities that allow them to take a break and recharge; • deliver events and education for carers and carer-interested organisations • collect, analyse and release information about carers so their role and their needs are better understood. These contribute to our purpose of advancing understanding of Victoria's unpaid carers and improving their access to assistance – whoever they are, wherever they live, and whomever may be in their care relationship/s. Every Victorian will know, need and/or be an unpaid carer at some point in their lives so the potential reach of our work is significant. Carers Victoria also prides itself on being an enthusiastic, inclusive, and fun workplace. The people who work with us tell us that they value our warm and welcoming work environment, our high level of flexibility and that the work we do makes a real difference. Our values speak to who we are and what matters to us: • Collaborative & connected • Curious & informed • Agile & accountable • Accountable & delivery focussed • Respectful & inclusive • Optimistic
Group Purpose
Culture, Corporate and Change The Culture, Corporate and Change Group enables Carers Victoria to operate as a strong, sustainable and values-led organisation by leading the organisation's people and culture, quality, risk, finance and business improvement functions. The Group supports organisational performance and strategic delivery by: • Building a capable, inclusive and high-performing workforce through effective people, culture and leadership practices • Strengthening governance, quality and risk systems to support accountability, compliance, continuous improvement and culturally safe practice • Leading sound financial management, planning and analysis to support sustainability, informed decision-making and resource stewardship • Driving organisational change, business improvement and cross-functional transformation to enhance systems, processes and impact across the organisation The Group works collaboratively across Carers Victoria to embed a positive culture, maintain strong corporate foundations and support change that enables the organisation to deliver on its strategy and purpose.

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Position Description - Purpose and Objectives

The Finance Officer will support the Manager, Finance & Analysis in ensuring the key outcomes from the financial and related systems are delivered accurately on a timely basis.

The specific objectives for this role will be:

- Administration of payroll related activities. (payroll processing is outsourced)
- Processing of accounts payable transactions
- Process and maintain accounts receivable and perform related reconciliations
- General ledger reconciliations
- Month-end accounting processes
- Supporting the organisation to maintain and improve quality financial processes.

OUTPUT AND ACCOUNTABILITIES

Area of responsibility		Key elements (including but not limited to)
1.	Payroll	• Administer fortnightly payroll-related information to be submitted to the payroll processing provider • Undertake other payroll reconciliations and recording including WorkCover, portable long service leave and salary packaging • Assist line managers and employees, in conjunction with HR to ensure all staff are aware of and meeting their payroll processing obligations.
2.	Financial Processing	• Generate debtors invoicing • Process receipts • Produce accounts for debtors as required • Follow up outstanding debtors as required • Perform month end accounting procedures including bank reconciliations and accrual adjustments • Reconcile balance sheet accounts, including leave provisions and debit/credit cards.
3.	Reporting	• Liaise with the external salary packaging provider to assist employees and satisfy any reporting requests from the provider • Assist the audit process by sourcing requests for data and information.
4.	Compliance Requirements	• Support compliance requirements with the ATO, including BAS preparation and lodgement support, GST and PAYG requirements • Maintain the fixed assets register.
5.	Team Support	• Provide backup support for the Manager Finance & Analysis or other team members during staff leave or busy times.
6.	Professional Development	• Undertake relevant training and professional development, including mandatory training.
7.	Occupational Health & Safety and Continuous Improvement	• Comply with requirements of the Occupational Safety and Health Act and all reasonable directives given in relation to health and safety at work. • Provide a positive contribution towards achieving a culturally safe workplace. • Demonstrate commitment to and participate in team quality activities to ensure compliance with Carers Victoria quality accreditation and continuous improvement procedures.
8.	Other duties	• Other duties as directed consistent with skills, qualifications, and experience.

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ORGANISATIONAL RELATIONSHIPS

Internal	External
• CEO • Executive Leadership Team • Team Members • Other Carers Victoria staff • Direct Manager • Board (by invitation) • Volunteers • Students	• Carers and care recipients • Service providers • Other professionals as required

KEY SELECTION CRITERIA

Parameter	Skills and experience required
Demonstrated capabilities, knowledge, skills and experience:	Essential: • Demonstrated experience and/or training in accounting, book-keeping, payroll and finance administration functions. • Proficiency in Microsoft Office applications, especially Excel. • Knowledge and proficiency in Business Central or similar accounting systems. • Digital confidence, ability to pick up new IT systems and programs and learn on the job. • High level of accuracy and attention to detail, with strong reconciliation and data integrity skills. • Able to work flexibly, both independently and part of a team. • Well-developed numeracy, verbal and written expression and document management skills. • Excellent communication skills, verbal and written. • A strong customer service focus. • Problem solving skills applicable across the Key Work Areas.
Qualifications and other requirements:	Essential: • Relevant study in Accounting, Business Studies or related areas and/or commensurate demonstrated experience in lieu of formal qualifications. Current students near completion of qualification will be considered. • Current National Police Records Check. • Current Working with Children Check.
Personal attributes and behaviours:	Essential: • Customer focus – conscious of identifying and meeting stakeholder (internal and external) needs. • Teamwork and collaboration – contributes to a friendly, supportive work environment by developing effective working relationships. Uses collaboration in problem-solving. • Effectiveness/results – well organized and works efficiently and effectively. Has effective task management skills. • Demonstrated skills and ability to implement inclusive practice principles when planning and delivering work across diverse communities, including LGBTIQ+ communities, Aboriginal and Torres Strait Islander people, Culturally and Linguistically Diverse communities. • Ensure workforce interactions with carers are kind, caring and respectful of each person's identity, culture and diversity. • Understanding of Child Safety Legislation and a commitment to child safety practice.

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CARERS VICTORIA COMMITMENT

Carers Victoria is an equal opportunity employer and welcomes people from culturally diverse backgrounds, linguistically diverse people, Aboriginal and/or Torres Strait Islander peoples, members of the LGBTIQ+ communities and people with disabilities.

Carers Victoria is committed to maintaining a diverse workforce that reflects the diverse needs of the people we support. We draw pride and strength from our diversity and actively foster an inclusive workplace that celebrates the contribution made by all our people. Carers Victoria is also committed to protecting the best interests and safety of children and vulnerable people.

VERSION CONTROL

Created/Updated by:	Acting General Manager, Carer Networks and Impact
Approved by:	Chief Executive Officer
Date:	17 August 2026