



Action for More Independence & Dignity in Accommodation

Advocacy, Self Advocacy, Rights, Accessibility, & Community Living for People with a Disability

Position Description

Finance and Systems Worker

Key information

Position title	Finance and Systems Worker
Classification	Social and Community Services Employee Level 4, Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
Employment type	Ongoing, part time
Hours	22.8 hours per week (0.6 FTE)
Location	AMIDA, Ross House, 247 Flinders Lane, Melbourne, with flexibility by agreement
Team	Finance and Compliance Team
Reports to	Finance and Systems Manager
Direct reports	None
Works closely with	Policy and Compliance Manager, Project and Program Staff, Self-Advocacy Group Workers, Suppliers, AMIDA members

About AMIDA

AMIDA (Action for More Independence and Dignity in Accommodation) is a Victorian disability advocacy and self-advocacy organisation. We work with and alongside people with disability to uphold their rights, with a focus on housing, NDIS Appeals and self advocacy.

AMIDA provides individual advocacy, family advocacy and systemic advocacy. We host independent self-advocacy groups and lead the Self Advocacy Resource Unit (SARU) in partnership with Brain Injury Matters and Reinforce. AMIDA employs people with disability, including people with intellectual disability, in roles across the organisation.

AMIDA is governed by an elected Committee of Management and is a registered charity. Our office is at Ross House, 247 Flinders Lane, Melbourne. AMIDA is funded by the Department of Health, Disability and Ageing (DHDA) through program and project grants and Victorian Disability Advocacy Program funding.

Purpose of the position

The Finance and Systems Worker is responsible for the accurate and timely processing of AMIDA's day-to-day financial and administrative transactions.

The position keeps AMIDA's financial records complete, reliable and ready for audit and acquittal, and keeps its administrative and filing systems in good order.

The position also helps colleagues, including people with intellectual disability, to use AMIDA's finance processes, and supports the production of financial information in Easy Read.

Level of responsibility

The position works under the general direction of the Finance and Systems Manager and applies established procedures and methods.

Within that scope the position exercises initiative and judgement, drawing on knowledge and skills gained through relevant qualifications or previous experience. It may contribute to the interpretation of matters for which there is no clearly established practice, although this would not be the sole responsibility of the position.

This level of responsibility reflects the position's systems administration, membership records management and Easy Read financial reporting duties, in addition to its financial processing duties, which together require the exercise of specialist skills and judgement beyond routine bookkeeping.

Key responsibilities

Accounts payable and receivable

- Process supplier invoices, including coding to the correct account, program and grant, checking GST treatment, and obtaining supporting documentation and authorisation.
- Prepare payment runs for authorisation in accordance with AMIDA's financial delegations.
- Process staff reimbursements and expense claims
- Raise invoices, monitor outstanding debtors and follow up payment.
- Maintain supplier records and resolve supplier queries.

Banking and reconciliations

- Complete bank reconciliations and process banking.
- Reconcile credit card accounts and petty cash.
- Reconcile receipts and income to the accounting system.
- Investigate discrepancies, resolve them where possible, and escalate them promptly to the Finance and Systems Manager where they cannot be resolved.

Payroll processing

- Process in-house payroll each pay period under the direction of the Finance and Systems Manager.
- Maintain employee payroll records, timesheets, leave records and the time in lieu register.
- Process superannuation payments and related records.
- Respond to routine payroll queries and refer questions of Award interpretation and entitlement to the Finance and Systems Manager.
- Maintain the confidentiality of payroll and personal information at all times.

Records, membership and audit support

- Maintain financial records and filing in SharePoint, following AMIDA's version control and records retention requirements.
- Maintain AMIDA's membership records and database, including processing new and renewing members.

- Maintain registers as directed.
- Prepare and collate supporting documentation for audit, grant acquittals and funder reporting.
- Support the Finance and Systems Manager to produce financial reports in Easy Read, including preparing figures and checking that the Easy Read version matches the source data.

Administration and systems support

- Order office supplies and equipment and liaise with suppliers and Ross House as required.
- Support colleagues to find, save and share documents correctly in Microsoft 365 and SharePoint.
- Enter and check data in QuickBooks and AMIDA's other finance systems, maintaining accuracy and consistency.
- Follow documented finance and administration procedures and suggest improvements where a process is not working well.
- Provide general administration support to the finance function as required.
- Undertake other duties consistent with the classification and purpose of the position.

Accessible and inclusive practice

- Support staff to complete claims, reimbursements and purchase requests.
- Use plain language when explaining finance processes and requirements.
- Provide finance information in Easy Read and other accessible formats where that is what the person needs.
- Work in a way that supports people to make their own decisions and builds their financial literacy.

Key selection criteria

Essential

- Demonstrated experience in bookkeeping or finance administration, including accounts payable and receivable, bank reconciliation and in-house payroll processing.
- Experience using accounting software, and intermediate Microsoft Excel skills. AMIDA uses QuickBooks; experience with it is an advantage but equivalent experience in comparable software will be considered.
- Understanding of GST, PAYG, superannuation and the information required to support BAS lodgement.
- Strong attention to detail and a high level of accuracy in data entry and record keeping.
- Ability to organise your own work, manage competing deadlines and follow tasks through to completion.
- Clear written and verbal communication, including the ability to explain finance requirements in plain language.
- Familiarity with Easy Read, or a commitment to developing Easy Read skills.
- Ability to work respectfully alongside people with disability, including people with intellectual disability, and to support them to use finance processes.
- Competence with Microsoft 365, including Outlook, Teams and SharePoint.
- Demonstrated integrity and the ability to maintain confidentiality of financial, payroll and personal information.

Desirable

- Lived experience of disability.
- Experience in the not-for-profit or community services sector.

- Experience in a grant-funded environment, including acquittal and funder reporting.
- Certificate IV in Accounting and Bookkeeping or a similar qualification.
- Experience producing Easy Read or other accessible documents.

Organisational requirements

The successful applicant will be required to hold, obtain or comply with the following.

- A satisfactory National Police Check.
- A current employment Working with Children Check.
- NDIS Worker Screening and the NDIS Commission Worker Orientation Module, where required for the role.
- AMIDA's Child Safety Policy and the Victorian Child Safe Standards, and a commitment to child safe practice.
- AMIDA's obligations under the Occupational Health and Safety Act 2004 (Vic), including taking reasonable care for the health and safety of self and others, following safe work practices, and reporting incidents and hazards.
- Privacy and confidentiality obligations under the Privacy Act 1988 (Cth) and the Health Records Act 2001 (Vic), and AMIDA's Privacy, Confidentiality and Dignity Policy.
- AMIDA's Code of Conduct, policies and procedures.
- The right to work in Australia.

Conditions of employment

Classification	Social and Community Services Employee Level 4 under the SCHADS Award. Pay point on appointment to be determined on the basis of qualifications and experience.
Employment fraction	0.6 FTE (22.8 hours per week), worked over three days by agreement.
Employment type	Ongoing.
Probation	Six months from the date of commencement.
Salary packaging	Available as a Public Benevolent Institution.
Other conditions	Consistent with the SCHADS Award and AMIDA's policies and procedures. The position is based at Ross House, with attendance off site for meetings and other appointments as required.
Review	This position description will be reviewed annually, or earlier if the requirements of the position change.

Equal opportunity and access

AMIDA is an equal opportunity employer. We strongly encourage applications from people with disability.

Application materials are available in accessible formats on request.