



POSITION DESCRIPTION

Finance Officer

Location:	Canberra
Department:	Finance
Reports to:	Finance Manager
Direct reports:	Employees: 0 Volunteers: 0
Classification:	Level 2

Organisation

The St Vincent de Paul Society Canberra/Goulburn (the Society) has been serving the local community since 1924. We are a charity based, not-for-profit organisation offering a 'hand up' to people in need, regardless of their creed, ethnic or social background, health, gender, or political opinion. We achieve this by respecting people's dignity, sharing our hope and by encouraging people to take control of their own destiny. We work to shape a more just and compassionate society.

Our commitment and delivery of our services to the community is through our people—members, volunteers and employees. They work together daily and provide a hand up to people across the ACT and its surrounding areas, from Lake Cargelligo in the west, across the Snowy Mountains to Tumut, down to Eden, up to Batemans Bay and inland to Crookwell.

Values

Our own actions and behaviors in performing our duties are guided by the Society's Code of Conduct and organisational values of Courage, Respect, Compassion, Advocacy, Integrity, Empathy and Commitment.

Position Primary Purpose

Reporting to the Finance Manager, this role is responsible for managing the accounts payables process, completing bank and sales reconciliations, addressing stakeholder enquiries and providing timely and accurate financial support.

Key Accountabilities

Under broad direction, the Finance Officer will be responsible for:

- Administering the timely and accurate processing of all accounts payable, with a primary focus on processing invoices, reimbursements and other misc. finance transactions.
- Acting as the primary contact for creditor and other stakeholder finance enquiries, through the management of the finance team inbox.
- Clear, timely and professional communications with all stakeholders, both written and verbal.



- Management of the Society's credit card processes through the Credit Card acquittal software (ExpenseMe). It also includes proactively facilitating the credit card application, acquittal and termination processes.
- Liaise with credit card holders to ensure timely acquittals of transactions, and actively address overdue acquittals with card holders when needed.
- Manage the EOM and EOFY credit card processes, including monthly reconciliation and reporting to the Finance Manager.
- Review and reconciliation of daily sales data from retail centres, liaising with these teams in a clear and professional manner to resolve variances.
- Prepare monthly bank reconciliations in a timely, accurate and proactive manner.
- Complete EOM journals, including expense cross charges, accruals and prepayments.
- Undertake creditor records management on an as needed basis.
- Assist with liaising and follow up of overdue accounts receivable balances.
- Ad hoc financial analysis and TechnologyOne tasks as required by the Finance Manager.
- Participation in the budget, audit, EOFY and financial reporting processes throughout the year, as directed by the Finance Manager.
- Other relevant duties as requested from time to time.

Performance Indicators

The Finance Officer's performance will be measured by their contribution to the delivery of a high quality financial and/or accounting services for the organisation.

Specifically, this includes:

- Manage and administer the Finance Inbox with the aim to respond to all queries within three-business days
- Working closely with the AP Assistant role to coordinate the accounts payable workload and ensure appropriate coverage of the finance inbox and finance calls is maintained.
- Manage and administer the corporate credit cards of the Society, including addressing credit card queries within three-business days and proactively liaising with cardholders to reduce overdue and unacquitted transactions.
- Clear and timely communication with stakeholders to investigate variances and problem solve, while providing a high level of customer service.
- Appropriate actioning and prioritisation of urgent/overdue requests, and escalation to senior team members as needed.
- Taking a proactive approach in improving financial processes, specifically on reducing the number of AP exceptions, following up overdue AR balances and mitigating manual workflow bottlenecks.
- Providing a high standard of service, sometimes confidential in nature, to Executives, Directors and Managers in relation to accounting services.
- Maintaining an active focus on working collaboratively to build and develop positive working relationships within the finance team, other employees, suppliers, members, volunteers and companions.



- Commitment to and role modelling of the organisational values of the Society, guided by and in accordance with the Code of Conduct and compliance with policies and procedures, legislative and industrial requirements.

Capabilities, Knowledge and Experience

A successful candidate for this role would ideally have:

- Qualifications in Accounting or Bookkeeping.
- 1-2 years' experience in an accounts payable, accounting or other related roles. In particular, experience with accounts payable, bank reconciliation and/or credit card processes is highly desired.
- Strong written and verbal communication skills.
- Be able to demonstrate strong interpersonal, collaboration and problem solving skills. In particular, the ability to clearly communicate and translate financial information to those without a financial background.
- A proactive attitude, high attention to detail and a willingness to provide practical "hands on" support in relation to financial matters.
- Demonstrate a strong understanding of accounting practices and principles, and related ethical principles.
- The ability to work independently and contribute effectively as a team member to achieve goals, with an ability to identify issues and propose solutions.
- Proficiency in the use of technology (Microsoft Suite) with expertise in Excel. Experience with accounting systems, in particular Technology One or ExpenseMe, would be highly regarded.

Essential Requirements

To be eligible for employment at the Society applicants:

- must hold working rights in Australia;
- if offered employment will be required to undergo a police record check and to successfully obtain or hold a Working with Vulnerable People Card (WWVP). To undertake these checks individuals must be willing to disclose all relevant and required information.



Work Environment Checklist – Finance Officer

The Society is committed to providing safe work environments for all workers, clients, and visitors. Risks to health and safety will be eliminated and controlled so far as reasonably practicable, and adequate training and PPE supplied for workers exposed to residual risks.

The purpose of this checklist, completed by the position's supervisor, is to advise applicants of hazards inherently associated with the role.

To protect workers and the Society, some positions may be subject to confidential pre-employment medical assessments to identify applicant's suitability for the role and any required reasonable adjustments.

Frequency Definitions		2	Infrequent, up to 1/3 of the role
0	Not applicable to role	3	Frequent, up to 2/3 of the role
1	Rare, incidental to role	4	Constant, over 2/3 of the role

For each of the following hazards, indicate whether position duties are expected to result in exposure:

Manual/Physical	0	1	2	3	4
Prolonged sitting					x
Prolonged standing			x		
Lifting from the ground		x			
Lifting above chest height		x			
Lifting/carrying 15kg		x			
Reaching/stretching arms		x			
Repetitive arm/shoulder work			x		
Bending/leaning forward		x			
Turning/twisting		x			
Kneeling or squatting		x			
Pushing/pulling		x			
Fine motor skills/manipulation		x			
Use of ladders/stairs		x			
Trip hazards, uneven flooring		x			
Other	0	1	2	3	4
Work in isolation		x			
Remote work			x		
Psychosocial demands			x		
Critical incident response		x			

Equipment Use	0	1	2	3	4
Car/Truck		x			
Forklift	x				
Pallet Jack	x				
Computer/Keyboard					x
Kitchen appliances		x			
Environmental	0	1	2	3	4
Low lighting		x			
Strong lighting				x	
Prolonged Noise		x			
Dusty environments		x			
Vibration		x			
Uncontrolled temperatures		x			
Work outside – no shelter	x				
Work in client homes	x				
Chemical/Biohazard	0	1	2	3	4
Infectious Waste	x				
Flammable Substances	x				
Fumes/aerosols	x				
Hazardous substances	x				

Additional Potential Hazards: N/A

Supervisor Name: Catherine Zappulla	Date: August 2025
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