

Position Description

Job Title:	Finance Officer
Reports to:	Finance Manager
Direct Reports:	Nil
Location:	Queensland Scout Centre 32 Dixon Street, Auchenflower Qld 4066
Award and Level:	Clerks – Private Industry Award - Level 5
Employment Type:	Full Time or Part Time (minimum 25 hours)
Position Description Approved by:	General Manager

Scouts Queensland is a Child Safe organisation. Scouts Queensland is inclusive of all, regardless of gender, sexuality, race, religion or abilities and does not tolerate any form of harm, abuse, or neglect.

Scouts is a worldwide movement that has shaped the development of youth and adults for more than 115 years. Scouts are in every part of our community and is the biggest and most successful youth leadership organisation in Queensland. Over 13,000 young people and adults in Queensland enjoy a huge range of fun, challenging, adventurous and inclusive activities.

Our Vision:

For Scouting to be seen as the pre-eminent youth organisation in Queensland.

Our Purpose:

The purpose of the Scout Movement is to contribute to the education of young people in achieving their full physical, intellectual, emotional, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities.

Our Motto:

The motto of the Scout Association of Australia is "Be Prepared".

Role Purpose

1. Perform the day-to-day finance functions and support the finance reporting function.
2. Provide assistance to other sections of administration when required.
3. Provide exceptional service to the Members of the Movement and external customers of the Association.

Key Working Relationships

- Finance Manager & Team Members.
- Scouts Queensland State Office Employees.
- Formation Treasurers and other Volunteers.

Key Responsibilities

Finance – these responsibilities are shared with one other Finance Officer

- Process accounts payable and accounts receivable tasks, including processing invoices and payments.
- Reconcile bank statements, expense claims and credit card transactions, investigating and resolving any discrepancies.
- Extract data from Scouts Queensland booking systems for correct allocation of funds.
- Maintain accurate, well-organised and up-to-date general ledgers and other financial records.
- Respond to all debtor and creditor queries in a timely manner.
- Assist with the timely collection and monitoring of debtor accounts.
- Preparation and distribution of regular financial reports.
- Process payroll, maintaining compliance with superannuation and statutory reporting requirements.
- Assist with ad hoc reporting as directed.
- Preparation of general ledger reconciliations at month end.
- Provide assistance and advice to Scouting Formations with Xero accounting software.
- Aid Scouting Formations with their Westpac banking requirements.

Relationship Management

- Develop and maintain positive working relationships by applying effective communication strategies with Members and those in the wider community.
- Respond to all information requests from stakeholders in a professional manner.
- Ensure timely and valuable advice and reporting within the organisation.

Workplace Health Safety and Welfare

- All employees have a responsibility for their own health and safety to avoid adversely affecting the health and safety of any other person with a connection to their work.
- Your responsibility is to:
 - Support the development and maintenance of WHS&W best practice within the workplace.
 - Adhere to safe work and welfare practices, policies and procedures.
 - Participate in relevant WHS&W training programs.
 - Follow any reasonable instruction and training provided in relation to health and safety at work.
 - Report hazards, accidents and unsafe workplace practices in the workplace.
- Participate in workplace WHS&W inspections/audits and proactively assist in the maintenance of WHS&W facilities, resources, equipment and information.
- Ensure your dedicated workspace meets all WHS requirements required by Scouts Queensland.

Other duties

- As part of their professional duties, all staff are expected to:
 - Attend staff meetings as required

- Undertake other related duties as required
- Office systems and practices are implemented and utilised.
- Standard Operating Procedures (SOPs) are observed and updated where appropriate. New SOPs and practices, that improve efficiency and effectiveness are developed and implemented following approval by the Finance Manager.

Work Experience & Personal Requirements

Specialist Skills and Knowledge Required for the Role:

- Demonstrated extensive bookkeeping skills, including payroll, reconciliations, accounts receivable and payable.
- Demonstrated extensive knowledge and experience with Xero Accounting software.
- Demonstrated knowledge of payment providers e.g. Stripe, Square, PayWay.
- Problem solving skills.
- Process improvement skills.
- Knowledge of the Association, its Purpose and Values.

Personal Skills:

- Attention to detail and accuracy.
- Excellent communication skills.
- Able to work to deadlines.
- Work as part of a team.
- Manage and prioritise a diverse workload with conflicting priorities.

Education & Experience Requirements

Preferred

- Certificate IV in Accounting and Bookkeeping or equivalent bookkeeping and Xero accounting software experience.

Inherent Requirements for the Role

This position requires the staff member to:

- Adhere to the Scouts Queensland Code of Ethics and Code of Conduct for employees.
- Possess and continue to hold a valid Blue Card for employees.
- Comply and adhere to all Scouts Queensland Policies and Procedures.
- Be available occasionally to attend meetings where appropriate and required, noting that very occasionally these will be outside normal business hours (in which case, flexible hours will be negotiated).
- Undertake mandatory On-Demand e-Learning modules within one month of appointment.

Agreement:

I have discussed the requirements of the position with my manager and received a copy.

The statements contained in this position description reflect general details as necessary to describe the principal functions of this job. It should not be considered as all-inclusive list of works. Individuals may perform other duties as required.

Signature: _____ Date: _____