

# Position Description

## Finance Administration Officer

<b>POSITION:</b>	Finance Administration Officer	<b>REPORTS TO:</b>	Finance Manager
<b>LOCATION:</b>	Bowral	<b>AWARD:</b>	SCHCDS Award
<b>DIRECT REPORTS:</b>	N/A	<b>CLASSIFICATION:</b>	Level 2
<b>DELEGATION AUTHORITY:</b>	Refer to Argyle Housing's Delegation Schedule		

### POSITION PURPOSE

The Finance Administration Officer is to provide ongoing professional administrative support to the Finance Team to ensure the delivery of high quality services and to work towards achieving the goals of the organisation. The Finance Administration Officer is to work as a team member and be capable of working independently with initiative and competency in all facets of the role.

STRATEGIC PLATFORM	ACCOUNTABILITIES	KEY ACTIVITIES
<b>GROWTH &amp; SUSTAINABILITY</b>	<p>Support the achievement of Argyle Housing's strategic and operational objectives by participating in the delivery of the strategic and business plans and finance related projects.</p> <p>Support the Finance Manager manage risk by complying with controls that relate to the management of the organisation's finances.</p>	<ul style="list-style-type: none"> <li>• Work within the business plans and work plans to ensure relevant programs, strategies and goals are achieved</li> <li>• Assist with the successful implementation of relevant programs and initiatives</li> <li>• Contribute to risk assessments and reviews</li> <li>• Implement and provide feedback on relevant controls</li> <li>• Identify and report on risk</li> <li>• Ensure systems are in place to monitor and capture contractor performance, licenses and safety requirements</li> </ul>
<b>COMMUNITY CONNECTIONS</b>	<p>Help raise the profile and reputation of Argyle Housing by participating in networking events and forums and being an active member of the finance consortium in relevant industries.</p>	<ul style="list-style-type: none"> <li>• Represent Argyle Housing at community events and uphold the company image and identity</li> </ul>



STRATEGIC PLATFORM	ACCOUNTABILITIES	KEY ACTIVITIES
<b>PEOPLE AND CULTURE</b>	Support the Finance Manager maintain a high-performance culture through the effective participation in a supportive, safe and collaborative environment.	<ul style="list-style-type: none"> <li>• Ensure the Finance Manager is aware of team concerns and encourage team cohesiveness</li> <li>• Participate in coaching, training and development opportunities</li> <li>• Positively participate in performance management activities</li> </ul>
<b>CUSTOMER EXPERIENCE</b>	Support operations to meet tenant and regulatory obligations by contributing to the completion of tenant related transactions accurately and on a timely basis.	<ul style="list-style-type: none"> <li>• Processing payments, accounts payable and Payroll related functions accurately and on a timely basis</li> <li>• Complete the tenant related account adjustments (money movements, debit note adjustments, back-dated rent adjustments accurately and on a timely basis that meets tenant satisfaction</li> </ul>
<b>RELATIONSHIPS &amp; COLLABORATIONS</b>	<p>Assist the team to ensure that Argyle Housing meets its statutory accounting obligations through the accurate and timely recording of all financial information.</p> <p>Collaborate with the Finance team to ensure operational compliance with registration and industry benchmarks by staying abreast of relevant laws, regulations and codes and developing and implementing best practice policies, processes and systems</p>	<ul style="list-style-type: none"> <li>• Ensure all accounting transactions are recorded in a timely and accurate manner</li> <li>• Provide all the necessary accounting support required by the Finance Officers and Accountant</li> <li>• Ensure that internal policies and procedures that are in place are followed and adhered to</li> <li>• Identify and report organisational risk</li> <li>• Report and contribute to registration requirements</li> <li>• Ensure accurate records are maintained in the relevant systems</li> </ul>



STRATEGIC PLATFORM	ACCOUNTABILITIES	KEY ACTIVITIES
<b>WORK HEALTH AND SAFETY</b>	Follow workplace procedures for hazard identification and risk control and contribute to/participate in consultative opportunities for the management of work health and safety.	<ul style="list-style-type: none"> <li>• Maintain a working knowledge and understanding of:</li> <li>• The legal rights and responsibilities regarding WHS</li> <li>• The way WHS is managed in the workplace</li> <li>• What are workplace hazards &amp; how to report them</li> <li>• Preferred ways to control risks</li> <li>• WHS procedures and processes</li> <li>• Workplace designated WHS personnel (i.e. fire wardens, first aid officers, WHS Officer, etc.)</li> <li>• Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons</li> <li>• Comply, so far as is reasonably able, with any reasonable instruction that is given by Argyle Housing to allow the compliance with the Act</li> <li>• Cooperate with any reasonable policy or procedure of Argyle Housing relating to health or safety at the workplace that has been notified to workers</li> </ul>

KEY CONTACTS	
Internal:	External:
<ul style="list-style-type: none"> <li>• Chief Financial Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Tenants</li> </ul>
<ul style="list-style-type: none"> <li>• Finance Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Contracted staff</li> </ul>
<ul style="list-style-type: none"> <li>• Accountants</li> </ul>	<ul style="list-style-type: none"> <li>• External stakeholders</li> </ul>
<ul style="list-style-type: none"> <li>• Finance Officers</li> </ul>	
<ul style="list-style-type: none"> <li>• Team Leaders</li> </ul>	
<ul style="list-style-type: none"> <li>• Tenancy Officers</li> </ul>	
<ul style="list-style-type: none"> <li>• Administration Support Officers</li> </ul>	



## KEY PERFORMANCE INDICATORS

- Maintain a high level of accuracy in all work performed

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- Meet deadlines for all functions in order to meet the reporting deadlines of the CFO and ultimately those of the CEO and the Board

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- To work respectfully and collaboratively with the Finance Team and the organisation as a whole

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- Advocate for and prioritise tasks that directly impact our tenants

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- Perform all tasks in a timely and accurate manner in accordance with company policy and relevant accounting standards (where applicable) to achieve unqualified audit statements in the annual financial audit.

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- Support the Finance Manager by communicating openly as and when issues arise

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## QUALIFICATIONS AND EXPERIENCES (Selection Criteria)

- Relevant qualifications or equivalent experience

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- Sound understanding of, and demonstrated experience in, the application of basic accounting principles

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- Good working knowledge of Kypera / Other accounting/integrated management system and Microsoft Office software applications

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- Good communication skills and attention to detail

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- Ability to work effectively in a small team with limited direction and demonstrate problem solving skills

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- Ability to prioritise own work and to take the initiative and responsibility for ensuring deadlines are met

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- Ability to complete workload with an analytical approach and maintain confidentiality

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- Demonstration of a consultative and collaborative interpersonal style with a good team player attitude.

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- The ability to effectively and constructively respond to information requests and queries

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