



Values Guiding Our Behaviour:

Empowerment | Participation | Support | Accountability | Freedom of Choice

POSITION	LOCATION	REPORTING RELATIONSHIP
Finance Assistant	Main Office, East Victoria Park	Chief Financial Officer

ORGANISATIONAL CONTEXT

History

WA Blue Sky was established by a small group of families who had a vision to see their children with disabilities have every opportunity of living a life that was inclusive and part of the community and importantly, would meet their support needs as the families withdrew and were no longer able to provide care.

About Us

WA Blue Sky provides a wide range of high quality services for people who require support for one or more reasons. We believe in the basic human right to make life of choice. We respect each person we support as an individual with plans for the future and will work alongside them to create tailored supports towards these plans.

PRIMARY FUNCTION

The role is responsible the day- to- day financial operational functions including, but not limited to, accounts payable and receivable processing and management, payroll processing, and assisting month end close procedures.

This position is a valued member of the Finance Team working with our Accountant and CFO to provide the business and financial support to our core operations teams.

The position requires a specialist range of skills and experience in accruals book-keeping and broad organisational and communication skills in office processes.

KEY RESPONSIBILITIES

FINANCIAL

- Accounts payable including establishment and maintenance of supplier files, ledger coding and checking approvals of supplier invoices and data entry
- Accounts receivable including invoicing as required on client/ funding contracts and client reimbursements on rent and transport with timely follow up on any outstanding balances
- Petty cash and staff expense reimbursements & reporting
- Bank Reconciliation and Petty Cash Reporting
- Contribute to end of month procedures
- Producing standard and ad-hoc reports and other financial assistance/assistance as required
- Liaise with internal and external stakeholders as required on financial matters under the direction of Chief Finance Officer

PAYROLL

- Payroll processing on a fortnightly basis in liaison with Operations Team
- Provide data to Salary Packaging agency



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- Process staff superannuation and PAYG withholding tax
- Establish and maintain records of payroll system
- Liaise with staff on payroll related matters and queries as appropriate

BUSINESS PROCESSES

- Support the Finance Team with database records where applicable e.g.
 - Supplier/ contractor agreements
 - Centrelink
 - Financial quotes
- Assist with development of processes (e.g financial forms/ templates)

SUPERVISION AND ACCOUNTABILITY

- Actively participate as a member of the Finance Team with supervision and support to achieve job outcomes.
- Respond to queries in a transparent and timely manner
- Able to work autonomously and with attention to details

INDIVIDUAL COMMITMENT

- Maintains a professional approach in the workplace
- Follows WA Blue Sky Inc.'s conditions of employment, organisational policies and procedures and associated legislative requirements
- Embraces and integrates WA Blue Sky's Inc. Vision, Values and Purpose into all aspects of the role
- Consistently represent the organisation, in a positive and exemplary manner to relevant stakeholders and the community

KEY OUTCOMES

- Timely and accurate Accounts Payable and Receivable functions
- Data collection and recording in finance and payroll systems
- Timely acquittal processes for monthly credit cards and banking supports
- Processing fortnightly Payroll
- Assist with on-going process improvements in Corporate Services
- Resident accounts management (e.g. rent and transport fees)
- Other ad hoc duties consistent with the position as requested by the line manager

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ATTRIBUTES

Essential Criteria:

- Demonstrated finance transactions skills and at least three years' book keeping and payroll processing experience



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- Strong numeric skills, with high level of accuracy and attention to detail
- Intermediate to advanced level of skill in Microsoft office applications (e.g. Word, Excel, Visio, PowerPoint)
- Ability to communicate effectively in both written and verbally
- Ability to problem solve and to give input openly and effectively
- Experience in working well with others to achieve shared outcomes
- Demonstrated teamwork including respect, integrity, honesty, trust and support

Desirable Criteria:

- Experience in Disability or aged care sector or a not-for-profit environment

Essential Pre-Employment Requirements

- National Police Clearance and Working with Children Check or willingness to obtain
- Proof of eligibility to work in Australia

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of the job.

I _____ have read the Job Description and understand the requirements of the position and accept the responsibilities of the post may change in line with the continuous improvements as WA Blue Sky aims to continue to meet its vision, values and purpose and best respond to the needs of Service Users.

Position Holder Signature: _____

Date: ____/____/____

Chief Executive Officer Signature: _____

Date: ____/____/____