



# Ngoonbi Community Services Indigenous Corporation

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## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Finance Officer</b>
<b>REPORTS TO</b>	<b>Financial Controller</b>

### POSITION SUMMARY

The Finance Officer position is a hands-on role reporting directly to the Financial Controller. This position plays a pivotal role in ensuring the organisation's financial management systems accurately record and report on the financial position of the organisation and its various community based, externally funded programs and projects.

### POSITION RESPONSIBILITIES

- Deliver responsive and professional internal customer service, providing advice, support and guidance to finance staff as required;
- Maintain professional, productive relationships with external customers, suppliers, financial institutions, regulatory authorities and funding bodies ensuring the organisation maintains a professional reputation within the region;
- Assist the Financial Controller to ensure that financial policies, systems, and processes promote and protect the financial and legal position of the organisation.
- In consultation with the Financial Controller, ensure accurate and timely preparation of payments for approval by key signatories on accounts;
- Ensure the organisation complies with its taxation reporting responsibilities including assisting with the preparation of BAS statements & SGC Superannuation payments;
- Assist with the coordination of the preparation and process of the payroll function including salary sacrifice, taxation and superannuation components, ensuring compliance with Ngoonbi Policy, relevant legislation and current professional accounting practice;
- Ensure the timely and accurate processing of day-to-day financial transactions, including the reconciliation and payment of creditors and the reconciliation and maintenance of Debtors;
- Ensure timely and accurate administration of the banking function including such things as the reconciling of receipts, deposits, and grants, and the monthly reconciling of bank accounts from bank statements and ledgers;
- Ensure the timely recording of Debtor invoices and payments with involvement in the collection of monies outstanding to the Corporation;
- Ensure the timely and accurate processing of information from External accounting programs to MYOB;
- Assist with the planning, preparation and coordination of internal and external finance auditing processes as required ensuring non-compliances are rectified in established time frames;
- Assist with the custodianship of the organisation's financial records ensuring that such records meet statutory and auditing requirements and are kept confidential and secure;
- Report emergent issue and areas of concern to the Financial Controller in a timely manner;
- Model, uphold and stay abreast of Ngoonbi's Code of Conduct, Policy, Procedure and contractual requirements ensuring staff are effectively contributing to service delivery requirements and upholding Ngoonbi's Mission and Vision statements;
- Comply with any other reasonable and lawful instruction provided to you by your supervisor from time to time.

## **POSITION REQUIREMENTS**

### ***Skills & Knowledge***

- Sound knowledge of financial and legal frameworks within the not for profit sector;
- Sound Knowledge of funding acquittals and financial auditing processes;
- Ability to achieve consistency in a complex, multiple function service delivery environment;
- Ability to develop and maintain respectful and productive relationships in a culturally sensitive environment;
- Sound knowledge of social and cultural issues affecting indigenous communities.

### ***Qualifications & Experience***

#### **Mandatory**

- A relevant degree qualification, or lesser formal qualifications with significant work experience;
- Experience using MYOB and Excel at an advanced level;
- Experience performing the payroll function in a SME;
- Current National Police Check;
- Current (working with children) Blue Card;
- Current Yellow card (issued by Department of Communities, Disability Services and Seniors).

#### **Desired**

- Previous experience working in a similar role in the community services sector.
- Open "C" class manual drivers licence;

### ***Organisational relationship.***

- Reports to the Financial Controller under general direction;
- Liaises and consults with internal and external stakeholder;

### ***Extent of Authority***

- Required to plan and establish outcomes within defined constraints;
- Contributes to the development of process and procedure within defined objectives;
- Solutions to problems generally found in precedent, guidelines or instructions.

## **WORK HEALTH & SAFETY**

Ngoonbi employees are required to abide by the Work Health & Safety Act 2011 (QLD) and Ngoonbi's WH&S Policy and Procedures. All employees are responsible for ensuring the safety of themselves and others while at work and must:

- Actively participate in reducing risk in the workplace;
- Follow safe working procedures and perform all tasks in a safe manner;
- Report all incidents, accidents and potential hazards in the workplace as soon as possible;
- Attend and actively participate in WH&S meetings and training events where required.