

Finance Assistant

Position Title: Finance Assistant
Reporting to: Financial Controller
Location: Nambour
Status: Fixed Term Contract

The Organisation

Blackall Range Care Group is a Not-for-Profit Aged Care provider. We are recognised as Leaders in the Community for the delivery of exceptional Aged Care and Disability Services. Working in the Community with the Community.

Services include:

- Personal care and domestic assistance
- Community Access
- Nursing and Allied Health care
- Social Centres
- Flexible Respite Options
- Home Maintenance and Home Modifications
- Transport
- Aids and Equipment

Functions of the Role

The Finance Assistant is to provide high quality and efficient finance and administrative assistance to the Finance team.

Roles and Responsibilities

Organisation

- Works within the role and responsibilities for the position and complies with all organisational policies, regulations and standards, and the Code of Conduct;
- Maintains professional and technical knowledge by participating in training and development activities;
- Represents the organisation as the first point of contact via a range of communication methods;
- Contributes effectively to team effort by accomplishing related results as needed;
- Manages a high level of professionalism at all times.

Duties and Tasks

- Conducts financial transactions for clients as directed including electronic payments and receipt of cash transactions;
- Enters client service data into the Client Data Management System;
- Ensures that supplier invoices are entered into Inerva accurately, coded correctly and invoiced to clients if necessary;
- Assists with the preparation of monthly client invoices, statements and Home Care package reconciliations in collaboration with the Finance Officer;

- Uses a range of software products including Microsoft Office, Inerva, and other applications;
- Ensures discretion and confidentiality of information/documents is maintained at all times;
- Provides support to the Financial Controller in case of absence of other members of the finance team (e.g. preparing payroll or fielding client queries);
- Within day-to-day operation, communicates with other organisations, agencies, clients and carers, Team Members and others as necessary.

Other

- Ensures a strong customer service focus through responsive, effective customer engagement;
- Contributes effectively to organisational events and activities and represents the organisation in a professional manner at internal and external events;
- Performs other related duties as assigned by the Financial Controller or Finance Officer and ensures all deadlines are met.

Key Relationships

- Financial Controller
- Finance & Accounts Receivable Assistant
- Finance Officer
- Team Members, Clients and Stakeholders

Key Selection Criteria

- Two years' experience in a similar position;
- Ability to meet the requirements of Criminal History screening procedures;
- Ability to articulate a values framework that is consistent with the values of the organisation;
- Ability to manage competing priorities and work under pressure;
- Demonstrated high level of interpersonal skills;
- Demonstrated written and verbal communication skills and the ability to be highly effective in the use of information technology;
- Demonstrated ability to work in a multidisciplinary team environment preferably in the Home Care environment.