

## Position Description

<b>Position title</b>	Finance Officer
<b>Position ID</b>	JD071
<b>Discipline</b>	Corporate Services Team
<b>Hours</b>	Part time
<b>Direct reports</b>	Nil
<b>Reports to</b>	Corporate Service Manager
<b>Location</b>	NSW - Home Office (regular attendance at Parramatta Head Office)
<b>Position purpose</b>	To oversee the company's financial data and compliance by maintaining an accurate accounting ledger, ensuring the company tax obligations are met and to prepare monthly project invoices.

### Key Result Areas (KRA's)

Strategic areas where positive results must be achieved for Niche to achieve its strategic goals

KRA	Measure and Expectation
<b>Finance Administration</b>	<p>Prepare project invoices and send to clients</p> <p>Balance the month end ledger</p> <ul style="list-style-type: none"> <li>- Prepare journals</li> <li>- Ensure correct account costing</li> <li>- Reconcile bank transactions</li> </ul> <p>Prepare monthly financial statements, including cash flow, profit and loss and balance sheets, and management reports</p> <p>Maintain fixed asset and depreciation schedules</p> <p>Prepare and lodge monthly/annual payroll tax returns</p> <p>Reconcile accounts payable and receivable</p> <p>Establish and maintain supplier accounts</p> <p>Ensure business related expenses are in accordance with policy, limits of authority and project budgets</p>
<b>Internal and external client relationship management</b>	Able to liaise with others in order to develop and maintain positive working relationships

<b>Health Safety and Environment</b>	<p>Lead by example to promote a proactive safety culture</p> <p>Play an active role in your safety and the safety of others around you</p> <p>Ensure that all work is carried out with compliance to workplace health and safety laws, regulations, policies and procedures. Risks are to be identified and reported</p> <p>Respond to any HSE incidents as per the incident procedure and report them to your manager and the HSE coordinator, as per the HSE manual</p> <p>Participate in HSE consultation and training initiatives</p>
<b>Competency Profile</b>	
<b>Competency</b>	<b>Description</b>
<b>Collaborative</b>	<p>Works well with others to achieve team goals</p> <p>Shares opinion/experience/ knowledge with others and in turn, listens to the values and opinions of others</p> <p>Consults with colleagues and seeks their input in problem solving /decision making</p>
<b>Communication</b>	<p>Listens to others</p> <p>Expresses thoughts and ideas effectively</p> <p>Can convey information clearly, concisely and logically when speaking and in writing</p> <p>Varies content, style and form of communication to suit the subject, the purpose and the needs of the audiences</p> <p>Checks for understanding to ensure mutual understanding of others</p> <p>Can clearly explain complex concepts to others</p>
<b>Problem solving</b>	<p>Seeks all relevant information for problem solving, investigates and probes for the facts</p> <p>Willing to seek input from others and share own ideas to achieve best outcomes</p> <p>Creates relevant options for addressing problems/opportunities identified</p>
<b>Innovative</b>	<p>Where possible generates innovative ideas and solutions and communicates these as appropriate</p> <p>Draws on a range of information sources to identify new ways of doing things</p> <p>Challenges the status quo by continuously reviewing and seeking improvements to the established ways of doing things</p>
<b>Resilience</b>	<p>Perseveres to achieve goals, even in the face of obstacles</p> <p>Understands setbacks and disappointments</p> <p>Remains calm and in control under pressure</p> <p>Accepts constructive criticism in an objective manner</p>

<b>Professionalism</b>	<p>Demonstrates professional and respectful behaviours that reflect organisational expectations</p> <p>Behaves ethically and accepts responsibility for own actions</p> <p>Responds to others with courtesy and respect, is open and honest</p>
<b>Cultural awareness and support of diversity</b>	<p>Treats others fairly</p> <p>Treats all people with respect and values diverse perspectives</p> <p>Participates in a supportive work environment for the diverse and multicultural workforce</p> <p>Recognizes differences as opportunities to learn and gain by working together</p>
<b>Qualifications and Experience</b>	
<b>Education</b>	<p><b>Essential:</b></p> <p>Relevant qualification in finance, business or equivalent experience</p> <p>Knowledge of Xero Accounting System</p> <p><b>Desirable:</b></p> <p>Experience working in a professional consulting business</p>
<b>Experience</b>	<p><b>Years of experience:</b></p> <p>At least 5-7 year's relevant experience</p> <p><b>Areas of work experience:</b></p> <p>High level of attention to detail and accuracy</p> <p>Demonstrated ability to prioritise and manage multiple tasks with the ability to meet deadlines</p> <p>Ability to analyse and produce effective business reports and financials</p> <p>Ability to deal with pressure and sensitive situations, and maintaining confidentiality at all times</p> <p><b>Professional:</b></p> <p>Remain current with relevant legislation and regulatory updates</p>

The employee's signature confirms that the position holder and team leader / manager have read the above position description and are satisfied that it accurately describes the position.

<b>Employee Name</b>	
<b>Date</b>	
<b>Signature</b>	

Reviewed by	Amendments	Document Approved By	Date
Belinda Kimber		Belinda Kimber, Corporate Service Manager	24/11/2020
Megan Philips			