

POSITION DESCRIPTION

Job Title	Senior Finance Officer
Reporting to	Disability Manager
Direct Reports:	1 – Finance Officer
Hours	7.5 hours per week
Location	Brighton, South Australia
Award	Social, Community, Home Care and Disability Services Industry Award – Level 4

The position is reliant on the availability of ongoing funding and organisational financial capacity.

Purpose

The Senior Finance Officer has responsibility for financial support to Tutti Arts Inc. The position will work to ensure the Tutti maintains high standards of financial and administrative integrity and accountability including all legislative obligations.

Key Responsibilities

Administer and manage the financial systems including:

- Produce GST and FBT reports and prepare quarterly Business Activity Statements (BAS)
- Produce monthly profit and loss reports showing actual versus budget income and expenditure.
- Follow up collection of unpaid invoices
- Preparation of End of Year PAYG summaries and tax reconciliation.
- Prepare financial information in relation to grant expenditure for acquittals.
- Preparation of financial records for the annual Audit
- Support and Supervise the Finance Officer
- Maintain an up to date record of transactions within the Asset Register/ledger
- Ensure legal and regulatory obligations of the Tutti Arts Inc. are met including compliance with taxation, BAS, work cover, insurance, superannuation guarantee and to keep current with changes in these areas
- Assist in streamlining the process of claiming for services provided under the NDIS
- Support the Senior Leadership Team in preparing the annual budget
- Oversee the following:
 - payroll and entitlement function in accordance with relevant awards and workplace agreements, including leave calculation and entitlements and salary packaging arrangements.
 - preparation and reconcile of income and expenditure
 - monthly bank reconciliation reports
 - Payment of accounts and banking of cash receipts in a timely manner
 - reconcile of petty cash monthly

- Perform other duties as required and broadly consistent with the role of Finance Administration officer, as deemed necessary.

STANDARD JOB REQUIREMENTS:

All employees must:

- Conduct their duties in accordance with Tutti's Purpose, Vision and Values Statement.
- Contribute to the Goals of the organisation as identified by Tutti's Strategic Plan.
- Comply with Tutti's conditions of employment, specifically the Code of Conduct, and Confidentiality Agreement, and other generally applicable policies and procedures.
- Complete compliance training requirements within the appropriate timeframe as directed from time to time.
- Adhere to the legislative requirements of the role including but not limited to the OHS&W Act, Equal Opportunity Act and Anti-Discrimination Act.
- Be physically and mentally capable and present themselves in a fit state to conduct their duties.
- Actively participate in performance reviews, performance development or performance improvement and mandatory training as required.
- Undergo a satisfactory DCSI criminal screening check on a regular basis as required.
- Be willing to work reasonable overtime to meet specific requirements on occasion.

WORKPLACE HEALTH, SAFETY AND WELFARE:

All employees must:

- Adhere to policies and procedures and follow all reasonable instruction.
- Attend required training.
- Report hazards, all incidents and near misses within timeframes.
- Protect own safety at work.
- Avoid adversely affecting the health and safety of others through an act or omission at work.
- Use supplied safety equipment.

QUALITY AND RISK MANAGEMENT:

All employees must:

- Report to their line manager or a member of the senior team any identified potential risks.
- Completes hazard and incident reports as per procedure.
- Ensure all essential training is completed and up to date.
- Comply with the quality systems policies, procedures/processes.
- Report to their line manager any problems with compliance that need to be addressed.

Internal Relationships

<i>With</i>	<i>Purpose</i>
Disability and Quality Manager	Senior Finance Officer reports directly to the Disability and Quality Manager
Finance Officer	Support and Supervise the Finance Officer
Artistic Director and Arts Manager	Senior Finance Officer support these positions to manage the finances for programs and projects for which they have responsible

Program Coordinators	Senior Finance Officer provides support to Coordinator to assist them to manage the finances for programs and projects for which they are responsible.
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KPI's

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<ul style="list-style-type: none"> • Accurate monthly finance reports are provided to the Finance Committee in a timely manner • GST, and superannuation are paid on time • Streamline system for claiming for services under NDIS • Debts are followed up as per procedure

Academic Qualifications, Work Experience and Skills

<i>Essential</i>	<i>Desirable</i>
Qualifications in accounting or book keeping	Worked within the NDIS environment
High level experience in all aspects of book keeping	Experience supervising staff
Sound working knowledge of MYOB accounting package	Experience in working with Budgetlink
Ability to prepare budgets	Demonstrated experience in, working for a arts based not for profit organisations
Demonstrated organisational skills including ability to prioritise, manage time and develop and maintain office systems	A current driver's license
Sound working knowledge of Microsoft Office	Experience in debt recovery
	Familiarity with other computer software and applications, including IT systems administration skills

Personal Qualities and Behaviour traits

<i>Attribute</i>	<i>Description</i>
Courage, confidence and energy	The ability to face challenges with confidence and bravery and to maintain high levels of effective vigorous activity over extended periods of time.
Capacity to collaborate	The ability to work effectively and inclusively with others on a common task and to take actions which respect the needs and contributions of others
Versatility/creativity	The ability to work effectively in different contexts, demonstrated by the capacity to think on one's feet and amend one's approach in line with evolving circumstances and priorities.

Conceptual	The ability to spot underlying themes and causal issues that are important to address.
Drive	A determined drive to achieve results, deliver high standard work and maintain a leading edge in the sector
Appropriate Person	Has a personal record free from inappropriate social or criminal activity.

Employee Signature _____

Date _____

Employer (authorised person)

Signature _____

Date _____

Performance review period / Review date: _____