

Finance Officer

EMPLOYMENT DETAILS			
Role type	Part time/Fulltime	Award	ACCHO/Corporate Services
Hours per week	30.4 – 38 hours per week	Classification	2.2.1 - \$36.32 per hour
Length of Term	Ongoing	Salary	As per award
Reports to	Financial Accountant	Additional Benefits	Access to Salary Packaging
Secondary Report	Finance Manager	PD Last Review Date	August 2024

ORGANISATIONAL CONTEXT



Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).



BDAC was founded to represent and provide services to Aboriginal and Torres Strait Islander people living on Djaara Country.

BDAC has a responsibility to ensure growth of services, development of our Aboriginal and Torres Strait Islander community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing self-determination employment and career pathways for Aboriginal people.

LOCAL WORK ENVIRONMENT

Bendigo and District Aboriginal Co-operative provides a range of specialist services for Community living on Djaara Country including a Medical Clinic, Health and Wellbeing, Family and Community Services, and Kindergarten.

POSITION OBJECTIVE

As a member of the Finance Team, the Finance Officer is primarily responsible for supporting BDACs operations in managing the day-to-day financial operations of BDAC and will undertake a wide range of finance related tasks to achieve this.

The role will be supported by the Financial Accountant, and involves managing financial records, processing transactions, and assisting with financial reporting and reconciliations. The Finance Officer plays a vital role in ensuring the efficient operation of the Finance Team by maintaining accurate records and supporting financial processes.

BDAC'S VISION AND CORE VALUES

“Empowered generations belonging to strong families, culture and community”.

Our Lore refers to the stories, customs, beliefs, and spirituality of our People. Our Lore guides our work and has been passed down through generations by our ancestors and knowledge holders. Our five LORE principles are:

- We keep our focus on Community priorities.
- We are brave.
- We think outside the box.
- We create a safe, caring, and supportive environment.
- We are accountable.

Please refer to our <https://www.bdac.com.au/our-strategy> for further information about our underlying principles within the BDAC Strategy.

KEY POSITION RESPONSIBILITIES

Primary Responsibilities	<ul style="list-style-type: none"> • Processing accounts payable and receivable transactions, ensuring timely and accurate payments and collections. • Assist with payroll processing and reporting, including verifying pay amounts, hours of work, deductions, and the payment and lodgement of superannuation. • Reconciling bank statements and financial transactions, identifying and resolving discrepancies. • Complying with and assisting in enforcing financial policies and procedures, including the delegation of approval for payments. This includes maintaining internal controls by monitoring financial processes and reporting any irregularities • Assist in the preparation, maintenance, and processing of financial documents, including invoices, receipts, credit cards, purchase orders, and contracts. • Handle correspondence related to financial matters, including responding to enquiries and communicating with vendors, clients, and internal teams. • Support the finance team in preparing for audits, budgets and reporting as directed. • Perform general administrative finance duties, including the management petty cash, essential cards, filing, and photocopying. • Other additional duties as necessary to ensure the smooth operation of the finance team.
General Responsibilities	<ul style="list-style-type: none"> • Model and abide by BDAC Values, Code of Conduct, Policy, and Procedures. • Participate actively in and facilitate supervision and professional development activities. • Ensure that you participate in team meetings, staff meetings and other community activities as requested. • Ensure that you adhere to legislative requirements. • Ensure that you report any risks identified immediately to your line manager.

	<ul style="list-style-type: none"> • Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures. • Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures. • Participate in Continuous Quality Improvement (CQI) activities.
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COMMITMENT TO SAFETY

- All children have the right to be children and live free of abuse and neglect, so they can grow, learn, and develop. Everyone within BDAC is responsible for ensuring a culture of child safety, preventing child abuse, and abiding by the Child Safe Standards.
- BDAC is committed to the health and wellbeing of its employees and stakeholders.
- BDAC has a zero tolerance to all forms of violence.

KEY SELECTION CRITERIA

- An understanding of basic financial processes such as accounts payable, accounts receivable and using accounting and finance related software.
- A sound knowledge or wiliness to learn various payroll functions and procedures.
- Ability to maintain a high level of accuracy in preparing and entering financial and payroll information.
- Well-developed communication skills (written and oral).
- Proven time management skills.
- Ability to work effectively and efficiently.

Preferred / Desired / Mandatory Education, Training and/or Competencies.

- Previous experience using accounting software preferred.
- Previous experience using Microsoft Excel preferred.

CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check.
- Must pass and provide copy of Working with Children's Check (*or Teachers Registration if applicable*).
- Must hold current full Victorian Drivers Licence and provide a copy.
- Must have the right to work in Australia.
- Must pass an Employment History check; and
- Must have and maintain a commitment to child safety, equity, inclusion, and cultural safety.
- **Vaccination Policy:** all staff are encouraged to be vaccinated against whooping cough, measles, mumps, and rubella (MMR) (*if not immune*), influenza (*annually*), hepatitis A and B, chicken pox (*if not immune*); shingles (*for eligible people*), and COVID-19. It is expected that Clinic, aged care and Djimbaya staff will be vaccinated against the above diseases and will be required to complete a **Vaccination Consent Form**. It is also expected that Clinic staff will be vaccinated again diphtheria, tetanus and pertussis (DtP).

EMPLOYEE STATEMENT

I have read, understood, and accepted the above position description of the Position Title.

EMPLOYEE NAME:

SIGNATURE:

DATE:/...../.....