

# Position Description



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**Position Title:** Finance Officer  
**Reports to:** Finance Manager  
**Classification:** Aboriginal Community Controlled Health Services Award 2010  
**Tenure/Hours of Work:** Full Time FTE 1.0 contract – subject to ongoing funding

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## Background

The Kirrae Health Service Inc was established in 1989 and provides a range of health services, home and community care and centre based activities and programs to members of our community who live at the Framlingham Aboriginal Settlement and in neighbouring areas including Warrnambool, Koroit, Yambuk, Allansford, Princetown and Bushfield.

## Our Vision

That we continue to support families as our core cultural base, celebrating our strong family links, gaining cultural, social, emotional and economic well-being within our family units as this will support us to grow as individuals within a strong community.

## Mission Statement

The Kirrae Health Service Inc. exists in order to service the physical, mental and emotional health needs of the Framlingham Aboriginal Community in a manner that is effective, culturally sensitive and acceptable to the community.

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## 1. Main Objectives of This Role

The main objective of the Finance Officer is to provide administrative finance functions including Reckon data entry, supplier and debtor administration, payroll, audit and acquittal support.

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## 2. Job functions and responsibilities

### Finance Admin

- Data entry into Reckon Premier
- Accounts Payable, Receivable
- Collate & Prepare monthly supplier accounts
- Match Supplier invoices and Visa Card Transaction to relevant emails, delivery dockets, purchase orders, expenditure request forms
- Documentation and allocation of Fuel Vouchers
- Arrange Travel & Accommodation Bookings as needed
- Assist with background checks setting up new Creditors & Debtors
- Processing the weekly Supplier Payment Run
- Processing Funds Transfers for Visa Card Payments
- Collating documents for Bank Statements
- Prepare and administer payroll function weekly
- Collate and Prepare monthly Chemist Warehouse account Excel Spread Sheet
- Collate and Prepare monthly Coles Card account Excel Spread Sheet
- Assist the Finance Manager in the preparation of Profit and Loss Statements
- Assist the Finance Manager with Bank Reconciliations and Debtor remittance administration
- Assist with maintenance of the Fixed Asset Register
- Assist Finance Manager with the research and preparation of documents for the Annual Audit and funding Acquittals
- Other finance tasks as required

### Workplace Occupational Health & Safety (OH&S)

- Comply with occupational health and safety policies and procedures
- Report potential health and safety hazards and risks
- Comply with workplace housekeeping requirements and maintain work space in a clean and tidy state

### Continuous Quality Improvement

- Participate in and contribute to continuous quality improvement initiatives and other organisational activities to meet Quality Improvement Council Standards
- Work in conjunction with the Quality and Administration Coordinator to meet all Risk Assessment and QIC Accreditation criteria
- To play an active role in the KHS Risk Management Framework

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- Be involved in the review of finance policies and procedures
- Review legislation requirements

### 3. Key Performance Indicators

- Data entry in Reckon completed in an accurate and timely manner
- Documentation filed in a timely manner in specific months for each bank account
- Weekly payroll administration accurate and timely
- Participate in and contribute to Continuous Quality Improvement Activities
- Interactions with clients are kind, care and respectful of each client's identity, culture and diversity

### 4. Reporting Relationships

#### Internal

- This position reports to the Finance Manager
- This position is required to interact with all team members on a regular basis and in particular with the admin/finance support officer

### 5. Professional Development

- Participate in meetings, training, supervision and in-service education authorised by the Practice Manager
- Participate in annual staff performance appraisals.

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### Minimum Qualifications / Skills Required

- Accounting/relevant tertiary qualification/equivalent experience
- Experience in Reckon Premier desired but not mandatory
- Good numeracy skills
- Good verbal and written communication skills
- Confidence and ability to interact with a wide range of people
- Able to work neatly and accurately
- Able to complete all tasks in a timely manner
- Good attention to detail
- Good presentation and a pleasant manner
- Ability to work collaboratively as a member of a diverse team and in partnership with other agencies
- Sound organisational skills
- Ability to analyse issues/problems and propose solutions
- Ability to competently use computing software including Microsoft Office

### EXPERIENCE:

- Working with Aboriginal people and Aboriginal communities desirable but not mandatory.
- Minimum 2-3 years experience working in an equivalent role

### KNOWLEDGE:

- Understanding knowledge of BAS, IAS, PAYG and FBT very advantageous
- Understanding and knowledge of Accounting standards, principles and procedures very advantageous
- Understanding and knowledge of the principles and practices of Workplace Participation, Workplace Diversity and Occupational Health & Safety

### ATTITUDE:

- Appreciate, respect and value differences within the Kirrae Health Service staff and the Kirrae Health Service as a Culturally Diverse and Equal Opportunity Employer
- Contribute to and support positive staff morale
- Promote and present a positive image of the Kirrae Health Service to other staff, clients and the community in general
- Acknowledge and respect the traditional owners of the land

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## Other

Employment is subject to a satisfactory Police Check and Working With Children Check.

Kirrae Health Service is committed to the health, safety and wellbeing of its staff. Kirrae Health Service and its staff must comply with a range of statutory requirements, including equal opportunity, child safety and working with vulnerable people, occupational health and safety, privacy and trade practice. Kirrae Health Service expects staff to comply with its policy and procedures which relate to statutory requirements and our ways of working.

I have read and understood the requirements of this role, as outlined in this Position Description.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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