

## Position Description – Finance Officer

### About the School

ANZSOG is recognised globally as a leading provider of executive-level education for the public sector. ANZSOG was created by government for government, with the active collaboration of its member universities.

ANZSOG delivers:

- Postgraduate education incorporating the core disciplines that inform effective public administration.
- Executive education led by academics from the world's leading education providers and senior officials from among ANZSOG's ten member governments.
- Safe places for senior practitioners to discuss and draw practical learnings from theory, research and case studies, to inform policy debates and service delivery reform.
- Supportive environments for senior practitioners across Australia and New Zealand to learn from one another and build lasting professional networks, benefiting governments, communities and citizens.
- Research that addresses key contemporary issues in public administration, policy development and management where information is lacking.
- Capability building for not-for-profit organisations, which deliver services on behalf of government.

At the core of our ethos is a deep and genuine care for good public administration, reflecting the aspirations of and our close relationship to our government owners.

For further information: <https://www.anzsog.edu.au/>

### Position Statement

Reporting to the Finance Manager and working as an integral part of the Finance team, the Finance Officer is responsible for providing finance related support to the business including but not limited to accounts receivable, accounts payable and payroll functions. This includes liaising with internal and external stakeholders to ensure aforementioned functions are effectively carried out. The Finance Officer will also support the finance team in delivering other key financial services.

### Responsibilities

#### Accounts Payable

Administer accounts payable function including:

- Creating and maintaining accounts payable records
- Verifying and input of account payable transactions
- Processing, reconciling account payable invoices and preparing bank payments.
- Supporting cash flows management with payment due dates
- Maintaining accurate supplier details particularly bank accounts
- Reconciling prepaid expenses and accruing expenses on a monthly basis
- Maintaining the accounts payable procedures manual, including recommendations for improvement of the accounts payable function

## **Accounts Receivable**

Administer accounts receivable function including:

- Creating invoices for students/participants of ANZSOG programs under the appropriate taxation regimes as well as facilitating relevant cross-platform data transfers
- Allocating electronic fund transfers (EFT) receipts to invoices
- Monitoring account receivables and taking appropriate collection actions via reminders and escalation processes.
- Maintaining up to date customer account details
- Maintaining the accounts receivable procedure manual, including recommendations for improvement of the accounts receivable function
- Reconciliation of events, programs, and courses at month end in preparation of income recognition.

## **Payroll**

Administer payroll including:

- Creating and maintaining payroll and employee records on the payroll system
- Processing, reconciling, lodging and paying fortnightly staff payroll, PAYG (STP), payroll tax and superannuation contributions
- Processing and reconciling leave applications for payroll purposes
- In consultation with the Finance Manager and Human Resources (HR) process termination payments
- Being the first point of contact and administrator for the payroll system.

## **Governance and internal control**

- Prepare accounts payable reconciliations to comply with legislative requirements such as GST and FBT
- Provide support in internal and external audit processes
- Assist in the preparation of month-end accounts for management, quarterly accounts for Board and the year-end statutory accounts, including audit preparation
- Provide support for statutory lodgements through proper allocations of tax codes.

## **Other financial and accounting operations**

- Undertake fortnightly reconciliation of all bank accounts
- Process foreign currencies payments
- Process updates or changes to bank accounts' operations including application or cancellation of credit cards
- Administer petty cash including payments and data entry
- Ensure a timely and accurate month end close by preparing the following reconciliations for review:
  - Creditors control accounts
  - Debtors control accounts
  - Credit card reconciliations and acquittals
  - Accruals and Prepayments
  - Payroll related transactions including superannuation and tax

## General

- Contribute to the continuous improvement and procedural documentation of financial accounting systems and transactional procedures
- Assist with other projects and activities as directed by the Finance Manager including work relating to systems upgrade and process changes.

## Key Selection Criteria

### Essential Skills

- Knowledge and experience in end-to-end administration of accounts payables, receivables and payroll
- Degree in Accounting, Finance or Commerce with at least 3 years of experience in a similar role
- Solid understanding of accounting principles, budgeting, cash flow and internal controls
- Good analytical and problem-solving skills
- Experience in MYOB
- Advanced level skills in Excel
- Excellent interpersonal skills with a view of Finance providing internal service delivery
- Strong attention to detail
- Excellent organisational skills

### Desired Skills

- Experience with Employment Hero and Employment Innovation systems

## Other job-related information

- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- Interstate or international travel may be required

## Legal compliance

Ensure you are aware of and adhere to ANZSOG policies and procedures relevant to the duties undertaken, including:

- Equal Opportunity Policy: Discrimination, Harassment & Bullying
- OHS Manual
- Values and Behaviour
- Environmental Policy Statement
- Academic Quality and Integrity

## Equity and Diversity

We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and creating public value.

All jobs can be worked flexibly and we encourage applications from First Nations people and people with disabilities.