

Position Title:	Finance Assistant
Award / Level:	Local Government Award MA000112 - Level 4
Department:	Business Systems
Type:	Full Time

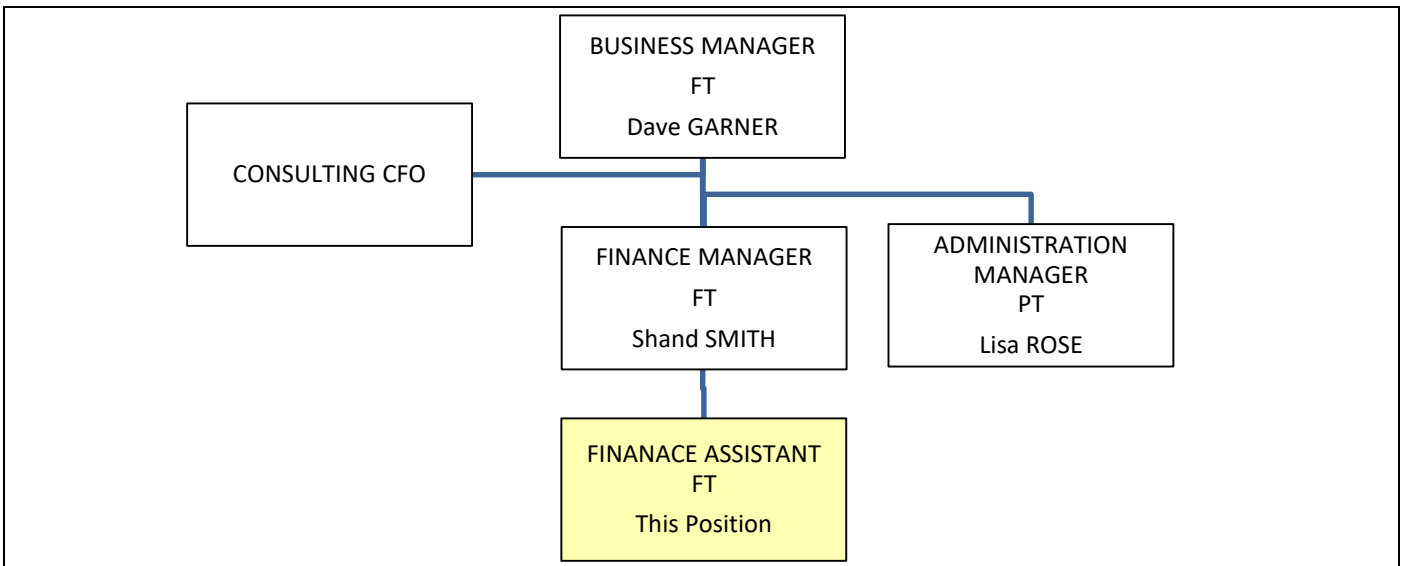
Position Purpose

The Finance Assistant is responsible for assisting in the financial management of the organisation.

Operating in a multi-site environment this role has accountability for the accurate and timely provision of payroll services, financial reconciliations of payables and receivables, invoicing and administration of human resource functions.

A discreet, honest and trustworthy demeanour is crucial as this role operates with sensitive staff and customer information. Equally critical is a keen eye for detail, sound organisational skills and a high level of accuracy.

Department Structure



Key Result Areas

1. Administration – Finance / Human Resources

Major Actions

- Coordinate leave requests, approvals and adjustments in accordance with Local Government Industry Award and Live Performance Australia Award, National Employment Standards and PP&VA policy
- Prepare payroll and human resource information (entitlements, hires, resignations etc) for reporting to Board and sub-committees
- Provide CEO with regular updates on staff entitlement accruals in line with PP&VA staff entitlements policy
- Ensure continuous currency of central and CEO's Human Resource records.
- Appropriate and accurate filing and archiving of financial documents in line with retention best practice and policy.
- Assist Finance Manager with preparation of annual audit processes.

Performance Measures

- Staff entitlement accruals in line with policy and Awards
- Accuracy maintained in accruals, reporting and record keeping
- Privacy maintained at all times.

2. Operational Financial Tasks

Major Actions

- Use and maintenance of the financial system
- Daily cash reconciliations
- Preparation of weekly payroll including casuals and ongoing staff across both Awards and in line with PP&VA entitlements policy
- Reconciliation of payables and receivables weekly
- Monthly reconciliation of accruals, prepayments, PAYG and superannuation
- Quarterly submission of company BAS
- Timely and accurate ledger reporting
- Management of term deposit investments
- Preparation of invoice, purchase and banking information as required
- Preparation of new starter paperwork, including Superannuation, taxation and personal detail information and ensuring its completion
- Liaison with Penrith City Council finance department on related invoicing and payment matters

Performance Measures

- Maintain strong working relationships with contractors, suppliers, artists and staff
- Efficient and timely completion of all daily and weekly tasks
- Organisational policy and practice consistently applied in relation to approval and delegation processes
- Job coding to general ledger hierarchy is accurate
- Payroll, invoicing and coding errors minimised

3. Financial Reporting

Major Actions

- Compliant and regular reporting to ASIC, LPA, APRA and ATO and other bodies as directed
- Provide assistance in bookkeeping duties as required
- Ensure compliance with book keeping and archiving standards

Performance Measures

- Information delivered accurately and in a timely manner
- Ongoing compliance of information being remitted to governing bodies (ATO, ASIC, APRA etc)
- Continuous improvement in supporting internal financial processes.

1. Customer Service

Major Tasks

- Provide effective service to PP&VA customers and the community
- Provide effective service to internal customers
- Accurately identify the needs of customers
- Take action to satisfy customer needs
- Present a positive image of PP&VA/ The Joan/ The Gallery

Performance Measures

- A calm conciliatory approach is used in all customer dealings
- Active listening techniques are applied in customer dealings
- Customer needs are identified and confirmed with the customer
- Appropriate action to satisfy the customer need is identified and implemented
- Personal presentation and grooming adheres to organisational and departmental guidelines

2. Corporate Governance and Effective Work Practices

Major Tasks

- Carry out work inline with relevant legislative and statutory requirements and /or industry codes, practices and standards
- Adhere to Code of Conduct, EEO and anti-discrimination policies
- Take responsibility for and manage own work and contribute to a productive work environment
- Accept and contribute to workplace change
- Undertake workplace tasks as directed
- Work cooperatively with others to facilitate workplace learning
- Work in an ethical manner and comply with PP&VA's code of conduct and other governance documents adopted by the organisation from time to time
- Resolve workplace conflict in line with PP&VA policy
- Undertake recordkeeping activities in accordance with PP&VA's Records Management business rules, procedures, policies and any relevant State Records Legislation

Performance Measures

- Relevant legislative and statutory requirements and /or industry codes, practices and standards are always complied with
- Work reflects application of, and adherence to, EEO and anti discrimination policies
- A positive work atmosphere is maintained by acting and communicating in an effective and appropriate manner with all customers, external contractors, co-workers, supervisors and managers
- Work tasks are appropriately prioritised and time effectively managed
- Productivity is consistent with reasonable expectations of a proficient employee in the position
- Implications of workplace change are identified and accepted
- Agreed changes to improve work outcomes are acted upon
- Direction from supervisor is accepted and acted upon
- Requests to take on alternative duties from time to time are accepted and adhered to
- Council training is attended when required
- Training needs of other employees are identified and appropriate action identified and implemented
- All work is ethical and complies with PP&VA's Code of Conduct and governance documentation
- Workplace conflict is resolved in line with PP&VA's Grievance procedures
- Record keeping activities are undertaken in accordance with PP&VA's policy and procedural requirements
- PP&VA's official information is captured in the Corporate Information Management System – IMS

Individuals with NO Staff reporting to them

3. Work Health and Safety (WHS)

Major Tasks

- Attend training as required
- Perform work in accordance with WHS policies and procedures
- Participate in consultative processes for the management of WHS

Performance Measures

- All required training has been completed
- WHS procedures are identified and complied with
- Participation in consultation process is on record

Qualifications, Experience and Specialist Skills & Knowledge

Essential

- Accounting qualifications at Certificate IV level
- High level of proficiency with financial systems (eg MYOB/Xero)
- Organised and efficient
- High level of confidentiality and discretion
- High proficiency in Microsoft Office Excel
- Excellent interpersonal and communication skills

Desirable

- High proficiency in Microsoft Office Word
- Proficiency in data analysis and record keeping

Position Based Core Skills Training

- Work Health and Safety
- Equal Employment Opportunity and Diversity
- Governance
- Drug and Alcohol Control Policy
- Manual Handling
- Hazard Identification
- Code of Conduct

Values and Behaviours

Penrith Performing & Visual Arts Ltd and Staff support the following Values and Behaviours:

Integrity

- I am honest, ethical and maintain public trust
- I do what I say I'm going to do and I stand up for what I believe in
- I set a standard to be proud of amongst the community
- I do the right thing - even when no-one is looking

Selflessness

- I am willing to put others before me and assist them when needed
- I put the good of the organisation and the community above personal goals
- I support sustainability and cater for the wellbeing of future communities
- I uphold social justice principles

Accountability

- I take responsibility for decisions and actions, whatever the outcome
- I take responsibility for work, behaviour and how resources are used
- I ensure a safe and healthy workplace
- I take ownership of my work
- I operate within delegations

Honesty

- I tell the truth and correct misinformation
- I will refuse any bribes and I do not steal
- I trust in our relationships
- I ensure duties are undertaken in a lawful manner

Values and Behaviours

Leadership

- I am creative and innovative
- I take responsibility and I am a good role model
- I inspire others in the organisation and community to be the best they can
- I have the courage to do the right thing
- I listen and communicate clear directions and actions

Impartiality

- I am always fair and treat people equally
- I am understanding and act objectively
- I separate personal interests from work responsibilities
- I base all decisions on merit and facts I am consistent in the application of processes

Openness

- I am transparent and straight-forward
- I am able to discuss problems or concerns and give reasons for decisions
- I share information appropriately
- I am obliged to report wrong-doing

Respect

- I treat others fairly and objectively
- I value and accept other people's differences
- I treat others with dignity, kindness and in the spirit of service
- I treat people how I would like to be treated
- I recognise the worth of individuals