

Position Description



POSITION DETAILS

Position Title:	Finance Officer
Division:	Finance
Reports to:	Finance Manager
Responsible to:	General Manager
Location:	Head Office
Date:	February 2026

MAIN PURPOSE OF POSITION

The Finance Officer supports the Finance Manager in the day-to-day financial operations of the organisation, with key responsibilities across payroll, reconciliations, and general finance administration.

KEY ROLES AND RESPONSIBILITIES

Payroll

- Manage end-to-end payroll processing on fortnightly basis
- Maintain and update employee payroll records, including new starts and terminations, and ensure all required documentation has been completed.
- Ensure all employees are registered with an approved superannuation fund and prepare and submit superannuation contributions through the clearing house on payment date.
- Review and reconcile time sheets, investigate discrepancies and address payroll enquiries.
- Prepare a summary report for review of any payments
- Assist the HR Manager with payroll queries.
- Manage salary packaging arrangements and reconcile reportable fringe benefits.
- Prepare and distribute payslips to staff.
- Fortnightly general ledger posting and reconciliation
- Complete end of financial year payroll process
- Process staff/volunteers' expenses claim
- Prepare fortnight leave balance report and monitor leave entitlement
- Ensure accurate allocation of payroll costs to cost centres
- Prepare payroll reports for management review
- Reconciliation and recovery of workers compensation payments
- Participate to annual financial auditing

Financial Administration

- Update customer's funding details as per government notifications
- Complete processes associated with onboarding and discharging consumers from Medicare, consumer databases and other relevant documentation and data entry
- Implement administrative systems and develop work instructions to support Co.As.It. Policies and Procedures

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- Maintain accurate and up to date records and databases
- Assist with the development and maintenance of program operating software and tools
- Assist and collaborate with the finance manager/ senior finance officer on various financial tasks, including reporting, reconciliations, compliance, and process improvements
- Assist with accounts payable duties

General:

- Assist and work with the Finance Manager and the Human Resources Team in the general management of payroll
- Assist and work with Head of CS in general management of care system
- Participate in staff training and education activities
- Undertake other duties relevant to the position as assigned by the Finance Manager
- Consistently apply Co.As.It. policies and procedures in daily work activities and demonstrate an understanding and commitment to EEO, WHS, privacy and confidentiality and to the principles for a culturally diverse society
- Adhere to the philosophy, policies and procedures of the organisation
- Any other duties and responsibilities in line with the role including assisting with other financial tasks, filling in for absent colleagues, assisting with training new staffs, assisting with system maintenance when required, company year-end process

KEY INTERNAL AND EXTERNAL RELATIONSHIPS

The Finance Officer needs to build extensive networks and strong consultative relationships within the organization.

These relationships include:

- Finance Manager and Finance Team
- HR Team
- The Co.As.It. Board of Directors, General Manager and management team;
- Company Auditors;
- Staff across Co.As.It. generally to work collaboratively and exchange information.

DECISION MAKING

The position is fully accountable for the quality, integrity and accuracy of the advice provided and work performed.

Decisions that can be made by the position holder include:

- Day-to-day decisions relating to accounts and payroll management;

Decisions that are referred to a supervisor include:

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- Any decision which will substantially alter the outcomes or timeframe of payroll and accounts;
- Major policy issues or conflicts arising in the course of work.

KEY PERFORMANCE CRITERIA

Broad indicators:

- To arrive at work on time and to advise manger/supervisor of lateness or absences as soon as practicable;
- To follow all procedures in relation to health and safety and to view the health and safety of others in the work place as paramount;
- To represent Co.As.It. positively;
- Manager/supervisor kept informed of key issues;
- High level cooperation with other staff, teams and divisions;

Position Specific indicators:

- Work program objectives met
- Company complies with finance legislation
- Respond promptly to queries from General Manager, Finance Manager, HR Manager, and Senior Managers

Strategic Plan:

Further specific key performance indicators will be derived from the strategic plan. These will be set at the commencement of each review period in consultation with the supervisor.

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

Essential

- Degree in accounting
- Minimum 2 years experience in a similar role, including experience in bank reconciliation, payroll, accounts payable and accounts receivable
- Fluency in English
- Highly developed interpersonal and communication skills
- Proven high level organisational skills
- Ability to meet deadlines on a daily basis, manage competing priorities and tasks

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- Ability to work with a range of diverse stakeholders including management, staff, creditors and debtors.
- Advanced user of MS Excel and experience with accounting software – preferably Attaché
- Understanding of, and commitment to, Workplace Health and Safety, Equal Employment Opportunity, ethical practices and the Ethnic Affairs Priority Statement.

VERIFICATION

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

POSITION HOLDER

Signature..... Date.....

SUPERVISOR

Signature..... Date.....