

## Position Description

<b>Position Title:</b>	Accounts Assistant
<b>Program/Section and/or Portfolio:</b>	Finance
<b>Location:</b>	Melbourne or Ballarat. Travel to other locations may be required.
<b>Reports To:</b>	General Manager, Finance

*This Position Description intends to describe the general scope, level of work, accountabilities, and responsibilities of the position. It does not necessarily include all duties and responsibilities.*

*This Position Description may be altered in accordance with the changing requirements of the position.*

## About CatholicCare Victoria

CatholicCare Victoria is a leading and influential provider of charitable and social services in Victoria. The *Mission* of CatholicCare Victoria is to build communities that recognise and nurture the dignity of each person. Our employees share our *Mission* for a stronger, more inclusive society through supporting individuals, families and communities in times of need, especially those who are most disadvantaged, vulnerable and/or marginalised.

CatholicCare Victoria delivers excellence in a broad range of child, family and youth services, family relationship services, school counselling and pastoral care services, social housing, employment and advocacy services across various office locations and delivery sites in Victoria.

CatholicCare Victoria draws on the principles of Catholic Social Teaching to inspire and direct our endeavours. We value and respect human dignity and embrace diversity in an inclusive work environment.

## CatholicCare Victoria Values

Values	Behaviours
<b>Respectfulness</b>	We value people for who they are and recognize what they are doing. We interact with others honestly and in a positive, considerate, and caring matter.
<b>Integrity</b>	We value the work we do. We are fair, honest, and trustworthy. We act professionally, take accountability for our actions, and keep our promise.
<b>Inclusivity</b>	We welcome everybody, working to enable everyone to feel like they belong and have a place – from a face to be seen and a voice to be heard.
<b>Collaboration</b>	We walk alongside clients, communities, and each other. We contribute to the work and lives of others so that we can all achieve our best, together.
<b>Compassion</b>	We connect with each other's stories. We acknowledge the inherent strengths and diverse experiences of others. We act with kindness and care in all our relationships, helping each other to address our challenges in a safe and welcoming environment.

CatholicCare Victoria reserves the right to advertise positions and make no appointment.

## Finance

Our Finance team play a significant role in ensuring that CatholicCare Victoria's assets are in the right place at the right time. The team is made up of financial specialists who identify appropriate funding information and communicate it to CatholicCare Victoria so that we can make informed judgements and decisions. Their ongoing support and operational effectiveness assist in ensuring that funds are available to Centacare programs to help us achieve our goals.

## Position Summary

Perform accounting and clerical tasks related to the efficient maintenance and processing of accounts payable transactions.

## Key Result Areas and Responsibilities

The order in which key result areas and responsibilities are listed is not necessarily significant.

Key Result Area	Key Responsibilities
Accounts Payable	<p>Perform accounts payable processes including:</p> <ul style="list-style-type: none"><li>• Maintain Supplier accounts details/records</li><li>• Reconcile Supplier statements</li><li>• Manage new supplier requests including checking GST status via ABN lookup</li><li>• Prepare invoice batches for data entry</li><li>• Process supplier invoices</li><li>• Process EFT requisitions</li><li>• Process staff reimbursements</li><li>• Perform cancellation requests</li><li>• Raise necessary purchase orders</li><li>• Assist with monthly allocation of corporate credit card expenses</li><li>• Process purchase orders from email</li><li>• Review outstanding purchase orders</li><li>• Assist in monitoring and actioning shared mailboxes for Payables</li><li>• Respond to phone and email enquiries</li><li>• Assist with month end processing</li><li>• Assist with audit requirements, providing documentation and substantiation</li><li>• Highlight when shortfalls in processes/procedures are identified and make recommendation for improvements</li><li>• Maintain internal controls, ensuring procedures and processes are correctly followed</li></ul>
Other Accounts duties	<ul style="list-style-type: none"><li>• Voucher processing</li><li>• Administer electronic filing protocols for Finance</li><li>• As an integral member of the Finance Division, ability to multi-task within the finance/accounts division covering as back-up support to other team members</li><li>• Contribute to ongoing Quality Improvement as required</li><li>• Always support a culture of Occupational Health and Safety</li></ul>

The position is also required to perform other duties as lawfully and reasonably directed.

## Reporting and/or Supervision Relationships and Authority

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**Reporting Relationship:**

The position reports to and works under the general direction of the General Manager, Finance.

**Position/s Reporting to Accounts Assistant:**

Not applicable.

**Authority:**

The position exercises a degree of autonomy. Significant decisions require the approval of the Manager (or other person's acting with the Manager's authority).

The position is required to work within the relevant delegation's policy, procedure and guidelines of CatholicCare Victoria.

## Stakeholder Relationships

**Internal Relationships:**

- Operates as a member of Finance team;
- CatholicCare Victoria Staff

**External Relationships:**

- CatholicCare Victoria Customers and suppliers

## Organisational Responsibilities of the Position

**Workplace Health and Safety (WHS)**

CatholicCare Victoria is committed to the health, safety and wellbeing of employees, volunteers, contractors, clients and other people within our workplaces. The position is required to perform the responsibilities of the position adhering to the *Occupational Health and Safety Act (2004)*, in particular to:

- take reasonable care for your own and others' health and safety within the workplace;
- take reasonable care that your actions or omissions do not adversely affect the health and safety of yourself or others;
- cooperate with any reasonable directions, policies and/or procedures relating to health and safety in the workplace;
- report all injuries, illness, near misses or hazards as per CatholicCare Victoria policies and procedures; and
- participate in relevant health and safety training, and risk management initiatives based on position and responsibilities.

**Cultural Safety and Respect**

CatholicCare Victoria acknowledges the history, culture, diversity and value of all Aboriginal and Torres Strait Islander Peoples, and pays respect to their Elders past and present, as well as acknowledging future generations.

The position is required to work with Aboriginal and Torres Strait Islander Peoples in a culturally safe and respectful way.

**Safety of Children, Young People and Vulnerable Adults**

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CatholicCare Victoria is committed to the safety of children, young people and vulnerable adults.

The position is required to perform the responsibilities of the position adhering to the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant standards and/or legislation.

### **Risk Management, Accreditation and Quality Improvement**

The position is required to actively participate in risk management, accreditation and quality improvement processes, procedures, systems and initiatives, including reporting risks, incidents and feedback in a timely and responsible manner.

### **Policies, Procedures and Legislative Requirements**

The position is required to undertake the responsibilities of the position adhering to all CatholicCare Victoria policies, procedures and practice guidelines and relevant standards and/or legislation including, but not limited to:

- *Employee code of conduct*;
- information privacy and confidentiality;
- Equal Opportunity, anti-discrimination and anti-bullying; and
- inclusion and diversity.

## **Key Requirements**

### **Qualifications and/or Training**

1. 3 years accounts payable/receivable and general accounting experience
2. Knowledge of general bookkeeping procedures

### **Experience**

3. Proficient in relevant computer applications
4. Proficient in accurate data entry and management

### **Knowledge, Skills and Attributes**

5. Highly developed organising and prioritizing skills
6. Attention to detail and accuracy
7. Negotiation & problem-solving skills
8. Confidentiality
9. Strong desire for continual professional development

### **Child Safety**

10. Demonstrated commitment to the safety of children, young people and adults in a respectful and inclusive environment for all diversity groups in accordance with the *Catholic Safeguarding Standards, National Principles for Child Safe Organisations, Child Safe Standards* and any other relevant legislation.

### **Other Requirements**

- Current valid driver's licence.
- Current Victorian Working with Children Check.

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- Current Australia-wide Police Check.
- A Statutory Declaration (provided by CatholicCare Victoria) to declare that: you have not lived overseas for more than 12 months in one country; OR if you have lived overseas for more than 12 months, that you have no criminal history overseas
- International Police Check (where applicable).
- Right to Work in Australia.

Please note, CatholicCare Victoria will conduct the Police Check/s.

It is the incumbent’s responsibility to maintain a current valid Driver’s Licence, a valid Victorian Working with Children Check and Right to Work in Australia.

The incumbent is required to agree to undertaking a Police Check every three (3) years (or earlier to comply with specific contractual or legislative obligations and requirements).

## Signatures

This section is to be signed upon appointment:

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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