


JOB DESCRIPTION

Position Title	Finance Officer	
Division / Department	Corporate Services / Finance	
Position Number	3103	
Salary Agreement/Award	Curtin Student Guild Enterprise Agreement	
Position Classification	Level 4	
Nature of Employment	Full-Time / Part-Time considered	
Reporting Structure	This position reports to Management Accountant (or other role designated by the Managing Director) General Manager – Corporate Services	
	Positions reporting to this position	
Our Mission	To enrich the student experience through a strong student voice and inclusive services, whilst fostering a vibrant and fun community.	
Our Vision	To be the leading and most trusted, independent, student-run organisation in Australia, that is highly valued by our students, the broader sector and community.	
Our Values	Autonomy Equity Accountability Community Sustainability	
Purpose of Position	<p>Provision of services and programs within the Finance portfolio that contribute to Curtin Student Guild achieving its mission and values and responding to the evolving needs of our student population.</p> <p>Provision of financial services and programs to other divisions and portfolios of the Guild that will positively impact the quality of services provided by the Guild to our students and the wider Curtin community.</p>	
KEY DUTIES AND RESPONSIBILITIES		
Responsibilities may include but are not limited to:		
1. Accounts Payable <ul style="list-style-type: none"> • Distribute supplier invoices daily, and ensure invoices are appropriately approved in a timely manner. • Create weekly supplier payment runs to ensure supplier terms are adhered to. • Check supplier statements and follow up outstanding invoices as required. • Monitor the Finance email address and follow up any queries. 		

- Set up and change new suppliers as per current guidelines as and when required.
- Complete month end balancing and close.
- Maintain accurate record keeping.

2. Accounts Receivable

- Raise customer invoices in a timely manner and follow up outstanding payments as required.
- Set up and change customer accounts as required.
- Complete month end balancing and close.
- Maintain accurate record keeping

3. Other

- Responsible for maintaining accurate record keeping for the Finance Department
- Post monthly journals and reconcile monthly takings for commercial outlets.
- Enter and reconcile monthly internal account card journals.
- Provide check of daily commercial cash counts and provision of cash change orders.
- Provide cover for other areas of the Finance team including daily bank reconciliations and other month end journals as and when required.
- Provide support with yearly audit by providing documentation required by the auditors.

4. Operational Support and Other Responsibilities

- Assist with the development, implementation, and review of services within the Finance department.
- Identify tools and resources to streamline workflows and improve team efficiency.
- Foster strong relationships across the Guild and University community.
- Promote and uphold the Guild's Mission, Vision, Values, and Code of Conduct in all activities.
- Maintain awareness of industry trends and developments to inform continuous improvement.
- Perform other duties as directed, aligned with the scope of the role.

CRITERIA

Qualifications

- Completion of Year 12 or equivalent

Knowledge, Experience and Skills

Essential

- Two years demonstrated experience in a similar role.
- High level communication skills, both written and verbal.
- High level of proficiency in Microsoft office suite (word, excel and outlook) and Adobe PDF.
- Demonstrated analytical skills including the ability to independently and collaboratively interpret detailed policies and procedures and provide appropriate guidance.
- Ability to work accurately and with attention to detail.
- Experience in coordinating multiple tasks/projects concurrently.
- Excellent communication and interpersonal skills and the ability to deal effectively with individuals at all levels.
- Demonstrated ability to be proactive in the identification of new opportunities and initiatives.

Desirable

- Experience with Myob Acumatica and Work Force Management

Uniform Requirements	<ul style="list-style-type: none"> • Office Attire, neat smart casual attire • Uniform may be prescribed for service delivery requirements - to be laundered by you and always of a high standard.
Other relevant job information	<ul style="list-style-type: none"> • The occupant may be required to work specified hours to suit the needs of the business. • The occupant may be required to work non-standard hours to suit the needs of the Guild's business activities and that of their team.
WORK REQUIREMENTS	
<ul style="list-style-type: none"> • National Criminal record check • Other licences and certifications as and when required for the role • A level of fitness commensurate with the position, pre-employment medical exam may be required • Ability and capacity to work outside of normal office hours when required. 	
COMPLIANCE AND LEGISLATIVE REQUIREMENTS	
<p>Guild Values and Code of Conduct: You must commit to and uphold the Guild's Mission, Values and Code of Conduct. For more information please visit here.</p> <p>Occupational Safety and Health At the Guild, safety is the responsibility of all staff. All supervising staff and managers are obliged to ensure the Guild's safe systems of work are being applied in areas under their control. You are expected to comply with these safety systems and follow reasonable directions given in relation to workplace safety and health. Acting in a manner which puts you or others at risk of serious injury or illness may lead to you becoming the subject of disciplinary action.</p> <p>Diversity, Equity, Equality and Fairness You are expected to value and celebrate diversity, and to:</p> <ul style="list-style-type: none"> • Cultivate a community which enables its members to achieve their full potential • Embrace, promote and celebrate diversity within our Community and ensure equality of opportunity <p><u>You</u> must familiarise yourself and comply with all other Guild policies, procedures and legislation relevant to this position.</p>	