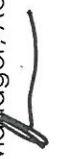




Role Description – Finance Assistant

Title:	Finance Assistant		
Division:	Administration and Compliance		
Department:	Finance		
Location:	Brisbane, Queensland		
Reports to:	Finance Manager (FM)		
Direct reports:	Nil		
Key Liaisons:	Accounts Officer, Administration & Compliance Manager, Administration & Compliance Officer, All SLSQ		
Approved Divisional Manager:	Name: Craig Williams	Signature: 	Date: 4.2.13
Approved CEO:	Name: John Brennan	Signature: 	Date: 4.2.13

Organisational Profile

Our Vision Zero preventable deaths in Queensland Waters.

Our Values Community Health Respect Integrity Safety Accountability Leadership Inclusive Equity Teamwork Trust

Our Commitment

We will always do what we say we will do
We will always acknowledge performance excellence and support the people who strive to achieve it
We will positively embrace change
We will share responsibility for open and honest communication and collaboration
We will be accountable to our customers for the delivery of outstanding service
We will always positively protect and promote our brand and its values

Our Strategic Imperatives

Committed – to our Community **Connected** – to our People **Effective** – in our Business **Sustainable** – for the Future

Position Outline

To process payroll and provide direct support to the Finance Manager (FM) with the coordination of finance tasks.

Key Results Area – PAYROLL

Key Performance Indicators	TARGET
To process employee information	Employee information such as employee details, position title, TFN's and banking details are loaded onto payroll system/updated within next pay period; timesheets, superannuation, leave forms, termination details and deductions are signed off by Finance Manager before being processed accurately and within the specified timeframe.
To follow up outstanding timesheets with the relevant manager/supervisor.	All timesheets are signed by authorising manager.
To process and transmit fortnightly and weekly payrolls to meet bank cut off times.	All employees are paid accurately and on time.
To have detailed knowledge and understanding of relevant EBA's and Award wages.	Ensuring that SLSQ complies with all rates and conditions of employment – and able to alert Finance Manager to any issues relating to non-compliance or variation.
To process expense and benefit payments.	In accordance with employee contracts, expenses and benefits are deducted within pay cycle.
To reconcile payroll ledger.	To be completed on a fortnightly basis with nil errors.
To reconcile superannuation.	To be completed on a monthly basis with nil errors.
To reconcile Work-cover.	To be completed on an annual basis with nil errors.
To comply with ATO requirements.	100% compliance with ATO regulations and reporting (including payment summaries).
To include FBT information on Payment Summaries.	All received payment summary information has been entered with nil errors.

To complete adhoc projects as requested by the Finance Manager.	As required, within specifications and timeframe.
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Key Results Area – PERSONNEL	
Key Performance Indicators	TARGET
To liaise with staff and relevant external agencies in relation to payroll queries/issues.	All queries regarding statement of earnings, government agency queries, pay queries/disputes, Awards and employee entitlements must be resolved within 7 days.
To develop and maintain procedure documentation.	Reviewed annually or as required when changes occur.
To maintain leave and staff entitlements records.	Accurately updated within the fortnight of new information being presented.
Key Results Area – FINANCE	
Key Performance Indicators	TARGET
To complete monthly BAS responsibilities.	BAS is to be completed accurately by due date.
To complete bank reconciliations.	All receipts and outgoings in Bank Statement reconciled to Accounting System (Pronto) on a daily basis.
To compile statutory reports such as DCS, Work Cover, FBT and ABS.	As per required schedule- submitted by date specified and signed off by appropriate manager.
To assist FM with Grant Acquittal requirements.	Required documentation presented in requested timeframe with nil errors.
To assist FM with training SLSQ staff in payroll procedure/requirements.	All forms relating to payroll and expenses are completed correctly and submitted on time.
To maintain an up to date knowledge of Accounts Receivable and Accounts Payable.	100% compliance with SLSQ processes, suggestions for improvements made as required.
To assist FM with external audit requirements.	Accurate and up to date information provided as required within specified timeframes.
To complete adhoc projects as requested by the Finance	As required, within specified timeframes.

Key Results Area – TEAM, CAREER and INNOVATION	
Key Performance Indicators	TARGET
To provide quality customer service.	All client enquiries are acknowledged within 2 business days actioned and/or resolved within agreed timeframes.
To uphold the standards of SLSQ and lead by example.	Always punctual for work; nil legal, ethical and cultural issues; maintain workplace in a safe, and a professional demeanour at all times. 100% compliance with SLSQ policies and procedures.
To proactively contribute to team meeting.	Raise issues and/or observations relevant to the SLSQ team or the successful running of the organisation in a productive way.
To participate enthusiastically and purposefully at all review meetings.	Be prepared with all relevant documentation.
To take responsibility for personal and professional development.	To research and identify Learning & Development opportunities annually.
To share ideas and innovative concepts to add value to the business.	Evident in improvements of processes and procedures in your own area.
To raise issues and/or concerns with manager.	Done in a timely manner, manager is aware of any concerns or issues that prevent you from achieving your KPI's.
To promote a continuous improvement atmosphere.	Raising and actioning at least one improvement in your area a quarter.
To promote a positive working relationship with the Administration and Compliance team.	Ensure the team feel they can rely on you and you can ask questions as needed.
To strive for the SLSQ mission in everything you do.	All activities undertaken are completed are in line with the SLSQ Strategic and operations plans.

Capability Statement – Finance Assistant

Qualifications
No Formal Qualifications are required. However, it is viewed favourably any studies or courses undertaken to improve oneself in: • Payroll Systems (preferably Micro-pay) for 150-300 employees; and • Book keeping and accounts.
Skills & Experience
This position is integral to the flow of financial information to all divisions within the operation. Skills and experience include:- • Strong knowledge and understanding in Micro-pay • Excellent computer skill (Excel) • Ability to prioritise and meet competing deadlines • Excellent verbal and written communication skills • Demonstrated ability to organise work activities • Strong and accurate data entry skills • Ability to work autonomously • Exceptional presentation and interpersonal skills • Problem solving skills • Understanding of lifesaving or a similar community based activity desirable
Personal Attributes
• High attention to detail • Work well under pressure and organised

- Client focused
- Work without the need for close supervision
- Outgoing and enjoy working with people
- Strong work ethic
- Appreciation for life saving
- Empathy for volunteerism
- Enjoy working as part of a team
- Trustworthy
- Understands and willing to follow protocol
- Integrity
- Initiative
- Shares information
- Supports others