

## Position Description

<b>POSITION TITLE</b>	Finance Officer
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<b>LOCATION</b>	Mount Gambier
<b>REPORTS TO</b>	Manager, Corporate Operations
<b>HOURS</b>	45 hours per fortnight (0.6 FTE)
<b>TENURE</b>	Contract to 5 February 2027
<b>SALARY</b>	\$62,000 to \$74,000 per annum (FTE – pro-rata) plus superannuation
<b>SPECIAL CONDITIONS</b>	Some out of hours work will be required May be required to undertake intrastate/interstate travel Current Driver's License is essential

### OUR ORGANISATION

Regional Development Australia (RDA) is an Australian Government network of business, government and community leaders who work together to support the development of regional Australia. RDA Limestone Coast (RDALC) is a well-established regional organisation funded by local, Federal and State Government to build partnerships to develop strategies and deliver sustainable economic growth, infrastructure, and services to the region. RDALC Board Members are local leaders developing local solutions to local issues.

### POSITION SUMMARY

The Finance Officer is responsible for providing financial services to the organisation, as well as administration support. The Finance Officer will be responsible for payroll, reconciliations, accounts payable and receivable, and some financial reporting. Working with the Manager, Corporate Operations, the Finance Officer will be responsible for overseeing and monitoring budgets.

Possessing excellent organisation skills, the Finance Officer will assist in maintaining employee personnel records as to rates of pay, leave entitlements, deductions, RTW, and superannuation. The Finance Officer will assist the Manager, Corporate Operations to ensure that RDALC meets statutory financial management and reporting requirements including the preparation of Australian Tax Office reporting, Business Activity Statement, PAYG, TPAR, Return to Work SA, Fringe Benefit Statements>Returns and the ACNC registration. The Finance Officer will also assist with general administration duties, such as answering the phone, as required.

The Finance Officer will oversee policy development and review, submission and report writing, including the preparation of financial reports and other reports to the CEO, Board, and our funding partners.

ACCOUNTABILITIES AND OUTCOMES	
Accountability	Duties
<b>Payroll, bookkeeping and Budgeting</b>	<ul style="list-style-type: none"> <li>• Prepare and process payroll in accordance with statutory requirements</li> <li>• Prepare, reconcile and lodge STP payment summary</li> <li>• Maintain staff records including leave records, as well as any other taxable benefits</li> <li>• Arrange payroll, onboarding of new employees and process records and payments for departing employees</li> <li>• Prepare accounts payable and receivable files, processing, and payment</li> <li>• Assist with reconciling bank accounts and clearing accounts each month</li> <li>• Process credit card expenses, ensuring that transactions are properly authorised</li> <li>• With the Manager, Corporate Operations use financial modelling to prepare the draft annual budget for approval</li> <li>• Assist in preparing financial reports for the Finance and Risk Sub-Committee meetings</li> <li>• Assist in preparing grant acquittal reports</li> <li>• Prepare and comply with the bi-monthly internal audit and end of financial year annual audit requirements including liaising with the auditors</li> </ul>
<b>Administration/ Governance</b>	<ul style="list-style-type: none"> <li>• Maintaining policies and procedure register</li> <li>• Development and review of RDALC policies and procedures</li> <li>• Contribute to the electronic newsletter, <i>The Weekly</i></li> <li>• Assist with general administration as required, including answering the phone and assisting visitors to the building</li> <li>• Work collaboratively with the RDALC team and contribute to delivering outcomes across the organisation</li> </ul>

TECHNICAL EXPERTISE (Qualifications, Skills, Knowledge and Experience Relevant to the Role)	
<b>Technical Expertise (essential)</b>	<ul style="list-style-type: none"> <li>• Financial skills &amp; previous experience in a finance role</li> <li>• High level communication skills (oral and written)</li> <li>• Ability to develop and maintain sound working relationships with people at all levels</li> <li>• Ability to use initiative and exercise independent and well-informed judgement to develop and implement risk-based solutions in a politically charged environment</li> <li>• Experience in the use of Microsoft programs including Outlook, Word, Excel and Teams as well as CRMs and other cloud-based software</li> <li>• Strong organisational skills and ability to manage the pressure associated with meeting multiple deadlines</li> </ul>
<b>Technical Expertise (desirable)</b>	<ul style="list-style-type: none"> <li>• Experience with MYOB accounting software</li> <li>• Understanding of the political framework that RDALC operates within</li> </ul>

KEY RELATIONSHIPS	
<b>Manager</b>	Manager, Corporate Operations
<b>Direct Reports</b>	Nil
<b>Other</b>	<ul style="list-style-type: none"> <li>• Chair, Board Members, and staff</li> <li>• Business, industry, and community groups within the region</li> <li>• Local Government</li> <li>• RDA organisations both in SA and nationally</li> <li>• Regional Councils</li> <li>• Relevant Federal and State Government Agencies</li> <li>• Residents of the region</li> </ul>

PERSONAL QUALITIES	
Quality	Behaviors
<b>Relationship Management</b>	<ul style="list-style-type: none"> <li>• Deals with conflict effectively and escalates when appropriate</li> <li>• Develops and maintains effective working relationships and networks</li> <li>• Identifies opportunities to negotiate for improved outcomes</li> <li>• Shares information and knowledge as appropriate</li> </ul>
<b>Professional Approach</b>	<ul style="list-style-type: none"> <li>• Constructively expresses own views and respects the views of others</li> <li>• Maintains professionalism and confidentiality when dealing with sensitive issues</li> <li>• Promotes a culture of respect and high ethical standards</li> <li>• Remains positive and recovers quickly from setbacks</li> </ul>
<b>Results Oriented</b>	<ul style="list-style-type: none"> <li>• Takes responsibility for the delivery of quality and timely results</li> <li>• Understands and meets expectations around quality of work and timeframes</li> <li>• Uses initiative and acts on opportunities for continuous improvement</li> </ul>
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Cooperates across work areas to achieve optimal outcomes</li> <li>• Demonstrates a thorough knowledge of the services provided</li> <li>• Promotes and ensures a strong focus on customer service</li> </ul>
<b>Strategic Focus</b>	<ul style="list-style-type: none"> <li>• Understands, supports and contributes to strategic direction and plans</li> <li>• Supports and responds positively to the drive for change and innovation</li> </ul>