POSITION DETAILS

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| **Program / Unit:** | Housing | **Employment Status:** | Permanent Full-Time |
| **Location:** | Rockhampton | **Reports To:** | Principal Housing Finance Officer |
| **Classification:** | Level 3 - *Social, Community, Home Care and Disability Services Industry Award 2010* |

PURPOSE OF THE POSITION

To provide sound financial administration support within the Housing Services portfolio.

POSITION RESPONSIBILITIES

| **Key Accountabilities** | **Key Activities** |
| --- | --- |
| **Ensure sound financial administration** | * Provides financial administrative support to the Housing team across all locations.
* Works collaboratively to assist in the minimisation of arrears / debt and optimise revenue collection.
* Daily receipting of tenant payments using bank statements and CentrePay reports.
* Processes other financial transactions relating to tenant payments or expenses such as refunds of overpaid rent, journals, invoice requests and payments, EFT requests.
* Maintains bond records in Console and uses RTA eServices to verify transactions are accurate and processed within legislative timeframes.
* Undertakes weekly and monthly financial reconciliation procedures using Console.
* Work with Business Services finance team to ensure accurate provision of information for imports into the corporate finance system/s.
* Maintains information in a logical and consistent manner to ensure effective record keeping practice.
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| **Provide financial information and reporting services** | * Provides the Principal Housing Finance Officer with information for a range of financial and statistical reports.
* Conduct regular audits to identify any financial management improvement activities and correct any anomalies found, in consultation with relevant delegate.
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| **Contribute to learning and development culture** | * Participate in regular supervision with line manager.
* Ensures ongoing professional development by attending and participating in training opportunities as identified within the performance development and review process.
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| **Contribute to organisational development and improvement** | * Displays commitment to work within the philosophy of AnglicareCQ.
* Contributes to effective teamwork by becoming and remaining informed of all aspects of the different roles of team members, offering pro-active assistance and working collaboratively to deliver quality services.
* Contribute to the implementation of flexible, responsive, high quality financial administration for the Housing Services function.
* Contributes to the development and implementation of financial management policies and procedures.
* Utilises organisational administrative processes, systems and technology in an efficient and effective manner.
* Contributes to the development and maintenance of a healthy, creative and supportive working environment.
* Demonstrates high regard for risk management, workplace health & safety issues and the physical and emotional well being of clients, co-workers and all visitors of the workplace.
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SELECTION CRITERIA

**Mandatory Requirement/s:**

A relevant Certificate III in Accounting or Business Management (or related discipline) **and/or** an equivalent combination of education, training and a minimum of 3-years relevant experience.

**Selection Criteria:**

1. Demonstrated knowledge and experience of financial administration and basic accounting practices.
2. Sound organisational skills including ability to meet deadlines and commitments, show initiative and maintain confidentially of financial and tenant information.
3. Highly competent in financial systems that relate to tenancy management, as well as supporting software products (such as MS Office suite).
4. Sound written and oral communication skills with an ability to establish good working relationships.
5. Ability to acquire knowledge of legislations, regulations and frameworks applicable to the community housing sector.

OTHER REQUIREMENTS

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| * Must hold a current Queensland Open Driver’s licence or licence recognised by Australian laws
* Must have proof of current eligibility to work in Australia (visa holders)
* Successful completion of a six (6) month minimum employment period (probation) in accordance with AnglicareCQ’s policies and procedures
* Any employment ‘suitability checks’ (as required for the position)
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