



FARE Position Description

Job Title	Finance Officer	Location:	Canberra
Team	Operations Team	Position Type:	Part-time/Contract
Reports to	Financial Controller		
Direct reports	None		
Primary job purpose			
<p>The Finance Officer will report to the Financial Controller and support the financial and accounting tasks of the organisation. This includes processing payroll, forecasting, reporting, preparation of BAS and IAS and preparation of month end processes.</p>			
Responsibilities			
<ul style="list-style-type: none"> Undertake accounting tasks including accounts payable and accounts receivable, bank reconciliations, credit card reconciliations, preparing journals, maintaining files and records, creditors and debtors and data entry. Support the financial management of the FASD – National awareness campaign for pregnancy and breastfeeding women (the National Program), through the coordination of account reconciliation, forecasts and reporting. Process fortnightly payroll including PAYG, superannuation and salary sacrifice arrangements. Prepare BAS, IAS and other reporting to the ATO. Preparation of month end close financial processes. Contribute to the preparation of internal reports, reporting against the budget, reports for the National Program, Senior Leadership Team and Board. Maintain a register of current insurances for the organisation and oversee the process of investigating insurance options and recommending insurance options. Maintain registers of current subscriptions, memberships and regular payments and liaise with the team to ensure these registers are up to date. Assist in the preparation of cashflow forecasts for operational budget. Assist the Financial Controller with the internal and external audits, including liaising with the auditors and providing them with the required documentation. Work within the operations team and across the organisation to support the implementation of the FARE strategic plan. Apply the principles and practices of FARE and adhere to the organisational Values and Code of Conduct. Perform other duties as directed by the CEO and Financial Controller. 			
Capabilities			
Qualifications/ Experience	<ul style="list-style-type: none"> Minimum of 2 years' experience in a similar position. Strong experience in accurate processing of financial transactions including strong account analysis and effective reconciliation skills. accounts experience is required, and a formal qualification would be of advantage however not essential. 		
Knowledge/ Skills	<ul style="list-style-type: none"> Experience working with Microsoft Office Suite, including Microsoft Excel. Experience with online-based accounting package essential, Xero experience is desirable. Strong written and verbal communication skills. A commitment to continual improvement. 		



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Personal Attributes	<ul style="list-style-type: none">• Team orientated, with strong relationship and interpersonal skills.• Strong attention to detail.• Demonstrated passion for building a values-based, high performing and effective team environment.• Demonstrated commitment to continuing professional and personal development.		
Reviewed By:	Ayla Chorley	Date:	5/8/2021
Approved By:	Caterina Giorgi	Date:	22/9/2022
Last Updated By:		Date/Time:	