



FARE Position Description

Job Title	Senior Finance Officer	Location:	Canberra
Team	Operations team	Position Type:	Full-time/contract
Reports to	Financial Controller		
Direct reports	None		
Primary job purpose			
<p>The Senior Finance Officer will report to the Financial Controller and support the financial and accounting management of FARE. The Senior Finance Officer will prepare financial statements, payroll, prepare and lodge IAS & BAS statements, analyse and report on financial data and support the budget management process. The Senior Finance Officer will work within the Operations Team, providing support to the broader FARE team to ensure they have the information they need to be successful in their roles.</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. Work with the Financial Controller to ensure accurate reporting to Senior Management. Provide analysis that helps improve business performance and meet statutory reporting obligations. Process fortnightly payroll including PAYG, superannuation and salary sacrifice arrangements. Prepare BAS and other reporting to the ATO. Manage the preparation of internal reports, reporting against the budget, and reports for the Board and ACNC. Maintain a register of current insurances for FARE and oversee the process of investigating insurance options and recommending insurance options. Maintain and manage 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 financial statements, budgets and cash flow forecasts. Assist with internal and external audits, including liaising with the auditors and providing them with the required documentation. Provide support to other areas of the operations team as needed, including administration and HR-related queries. 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 organizational 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 5 years' experience in a similar position. Strong experience in the accurate processing of financial transactions including strong account analysis and effective reconciliation skills. Bookkeeping and 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. 		



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	<ul style="list-style-type: none">• A commitment to continual improvement.		
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:	27/01/2023
Approved By:	Caterina Giorgi	Date:	07/02/2023
Last Updated By:		Date/Time:	