



# Position Description

<b>Position Title:</b>	Finance Officer
<b>Position Type &amp; Hours:</b>	3 days per week (0.6 FTE). Level 4-5 SCHADS Ongoing position subject to funding
<b>Position Reports to:</b>	Manager Organisational Support
<b>Direct Reports:</b>	Nil

## Organisational Context

Q Shelter is a peak body for the housing and homelessness sector, and was incorporated in February 1993. Q Shelter is funded by the Department of Housing and Public Works, other government bodies as well as by members and service providers to deliver a range of policy, capacity building, organisational and sector development activities.

Q Shelter currently plays an important role delivering projects to assist in the implementation of the Queensland Housing Strategy 2017-2027 and associated three-year Action Plan.

Key Q Shelter activities include development and delivery of capacity building products and services, sector engagement at senior and operational levels, policy and advocacy work, consultancy work with individual providers, fostering innovation, delivery of forums and flagship events including training.

Q Shelter is a member-based organisation, overseen by a Management Committee and governed by Queensland Shelter Incorporated Rules (2016).

## Important qualities

The successful candidate will have a proven track record in implementing reliable financial management, budgeting, book keeping and related operational practices in a not for profit setting and working to Australian standards. This candidate will have affinity with the culture and working environment of Q Shelter, with commitment to the vision and objectives of the organisation. The successful applicant will be a team player who will contribute to the internal effectiveness and efficiency of Q Shelter in key areas of finance, systems, compliance and reporting.

<b>Approved by:</b>	Executive Director	<b>Date:</b>	20 August 2019
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## Role Specification

### About the role

This role is focussed on:

- Provide book keeping services to all aspects of Q Shelter's operations
- Overseeing the development and maintenance of financial systems and data for reliable accounting records including the Chart of Accounts and bookkeeping to Australian accounting standards
- Ensuring compliance with all finance related statutory reporting and payment requirements (ATO, ASIC etc)
- Preparing financial, budgetary and expenditure analysis and reports to support good governance
- Identifying and reporting risks associated with financial management and audit professional practice
- Ensuring Q Shelter has relevant financial and budgetary policies and procedures for operations, programs, projects and activities.

### Roles and responsibilities

- Provide general financial management support to Q Shelter operations, including accounts payable and receivable, processing and issuing invoices, reconciling the Accounts Payable Ledger and Aged Debtors Reports to General Ledger control account and maintain expenditure tracking
- Contribute to internal financial systems, policies and practices to ensure best practice accounting standards and compliance with regulatory and or statutory reporting, legislation and funding provider requirements
- Ensure efficient and accurate payroll and superannuation processing and maintain records for all leave and employee entitlements including ATO documentation and termination payments as applicable
- Manage banking, credit and debit card reconciliations and general accounting for GST, FBT and BAS reporting and other statutory returns such as CHAFR, Associations Incorporation, PAYG/ATO summary statements
- Complete all month end procedures and prepare financial presentations and reports including briefs for the Executive Director and as required, for the Management Team
- Prepare relevant government funding returns and maintain asset registers and consultant, contractor and supplier registers
- Support the budget planning process and operational budget preparations, provide financial inputs to work plans, programs and projects
- Prepare financial and budget reports, risk assessments and related presentations and briefings for the Management Committee and or Treasurer
- Work with External Auditors to ensure Q Shelter is compliant with financial standards and risks are identified and managed
- Assist Q Shelter staff to develop understanding of financial standards, practices and procedures
- Provide occasional administrative support to Q Shelter activities, as directed by the Manager Organisational Support.

### Key Stakeholder Relationships

- Executive Director
- Executive Management Team
- Funding agencies, donors and sponsors
- Q Shelter Management Committee members – Treasurer
- External Auditor
- Suppliers and providers of products and services to Q Shelter
- Regulatory Authorities and Agencies.



## Key job requirements

### Qualifications

- Qualifications in book keeping, accounting or similar discipline

### Experience

- Minimum of five years' work experience in general finance and book keeping
- Experience working within a community or not for profit organisation in a similar role
- Understanding of, or the ability to quickly acquire understanding of, the operating environment and the financial governance and statutory reporting requirements for Q Shelter
- Experience in using accounting, payroll and Microsoft applications including MYOB and other data bases.

### Role requirements

- The successful candidate is required to undergo a criminal history check.

## Key criteria

### Finance and Accounting experience and capability

1. Experience and qualifications in providing finance, book keeping, budgetary and payroll services and related professional advice relevant to a not for profit organisational setting.

### Communications and reporting

2. Demonstrated experience in developing and implementing policies, guidelines and practices to ensure effective and dependable financial governance.
3. Well-developed skills in written and verbal communication with capability to prepare presentations and reports to the Q Shelter Management Committee and/or managers
4. Experience and skills in compliance and regulatory related reporting to external or funding agencies and/or authorities.

### Risk and Audit

5. Experience and understanding of risk identification, reporting and audit requirements.
6. Ability to build effective and trusting relationships with external audit providers.

### Collaboration and teamwork

7. A proven track record in working collaboratively with managers and staff and contributing to teamwork.

### Initiative

8. Willingness to show initiative and confidence in reporting on financial management and related risks.
9. A capacity to be self-directed in the implementation of key role and work priorities.