

## Job Description Summary –Finance Officer

<b>Job Title</b>	Finance Officer
<b>Supervisor</b>	Accounts Manager & General/Business Manager
<b>Location</b>	Metropolitan SA
<b>Direct Reports</b>	N/A

**JOB SUMMARY** The Finance Office is responsible in assisting the Accounts Manager to provide financial and bookkeeping services to PsychMed using specified accounting software and other required systems. The Finance Officer will work autonomously in their duties, however, will be provided adequate supervision and support.

**RESPONSIBILITIES AND DUTIES**

- Updating quarterly debt database and completing follow-up.
- Reconcile unpaid invoices in accounting software.
- Produce Medicare Reconciliation reports.
- Reconcile receipts in group trust and operating accounts.
- Reconcile cash and cheque receipts.
- Print and collate invoices, including; checking for duplicates, entering into accounting software, allocating appropriately, and filing for payment.
- Assist with generating financial reports and summarising in team meetings.
- Assist with maintenance of fixed assets register and depreciation.
- Maintain balance sheets.

### **JOB SPECIFICATIONS**

**Education** Current studies in accounting, economics, commerce management, or related is preferred. Certificates from other institutions in relevant fields are also acceptable.  
Successful completion of year 12.

**Knowledge** Knowledge of Microsoft Office Suite and booking/accounting essential;  
Knowledge of accounting software desirable.

**Skills** Skill in accounting software, Microsoft Office and Google Applications, communication skills (verbal and written), good literacy and numeracy, strong problem-solving skills, time management skills, organisational skills.

**Ability** Ability to effectively communicate with people at all levels of the business.  
Ability to work enthusiastically with stakeholders (internal and external).  
Ability to deal with confidential business information.  
Ability to work autonomously and as a team.  
Ability to take direction from management.  
Ability to liaise with individuals with mental health problems.  
Ability to act in a professional manner.  
Ability to prioritise task lists.

**Other** Experience using Microsoft Suite and Google Applications – specifically Excel  
Experience with accounting software desirable.

**JOB CONTEXT**

Indoors

Office

Business clothes

Very minimal environmental or job hazards