



Position Description

TITLE:	Finance Assistant
REPORTS TO:	Finance Manager
DIVISION:	Corporate Services
TIME COMMITMENT:	38 hours per fortnight
DATED:	1 July 2022

POSITION SUMMARY

The Finance Assistant will perform their duties under general supervision and within written guidelines and procedures which are well established. The Finance Assistant is responsible for:

- Assisting with the Billing and claiming of NDIS funding
- Assisting with the setup and maintenance of funding information in SupportAbility.
- Monitoring the recording of financial transactions to ensure accuracy and completeness.
- Completing Financial Assessments of existing and proposed Work Crew business contracts.
- Reconciling Balance Sheet accounts to ensure integrity of financial data is being maintained.
- Maintaining the Assets Register.
- Providing backup support for Accounts Receivable, Accounts Payable and Payroll when required to cover staff absences
- Provide support to the management team with regard to costings and financial analysis and reporting, as required.

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CORE RESPONSIBILITIES

Responsibilities	Performance Measures
<p>1. Operations</p>	
<p>1.1 NDIS Plans</p>	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Accessing and monitoring client Plan information through the NDIS portal • Liaising with the Intake Team to review the availability of funding in assessing the potential onboarding of new clients or the adjustment of services to existing clients • Creating and updating Service Bookings, based on clients' Service Agreements, through the NDIS portal • Updating SupportAbility with changes in NDIS pricing in a timely manner • Monitoring end dates of Plans and ensuring final claims are submitted in a timely manner • Monitoring and tracking amounts spent, and remaining in NDIS plans
<p>1.2 Funding</p>	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Monitoring that income from recurrent funding from all sources is recorded and reconciled against agreed funding levels • Monitoring changes to funding arrangements for individual clients • Monitoring funding provider publications for changes to rates/pricing • Contributing to the maintenance of client and funding information in SupportAbility • Tracking income and expenses for non-recurrent/special purposes grants and funding
<p>1.3 National Disability Insurance Scheme (NDIS)</p>	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Assisting with updating policies and procedures to align with the requirements of the NDIS

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Responsibilities	Performance Measures
	<ul style="list-style-type: none"> • Reconciling claims made/funding received from the NDIS and following up any payment issues
1.4 NDIS billing/claims	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Completing billing duties as required • Assisting with the investigation and follow up of claiming issues and discrepancies as required
1.5 Accounts Payable	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Assisting with the processing of supplier invoices and payments when required to cover staff absences • Ensuring compliance with the Purchasing and Payment Authorisation Policy including internal audits of compliance
1.6 Accounts Receivable	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Assisting with the processing of customer invoices and payments when required to cover staff absences • Assisting the receipting of payments to ensure accurate and prompt recording when required to cover staff absences • Assisting with preparing data for the invoicing of activity fees
1.7 Preparation and Monitoring of Budget	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Assisting with the analysis and collating of data in preparation for budgets • Assisting Managers with monitoring the implementation of, and adherence to, budgets including, in particular, salary and other costs • Thorough and detailed documenting of all actions
1.8 Financial Reporting	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Reconciling bank and clearing accounts in the Balance Sheet in a timely manner • Providing detailed data and monitoring to assist Managers to track program expenses

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Responsibilities	Performance Measures
	<ul style="list-style-type: none"> • Preparing departmental profit and loss reports, summaries and dashboard reports
1.9 Financial Analysis	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Completing Financial Assessments of existing and proposed Work Crew business contracts • Performing analysis of support services costs as required • Assisting managers to create reports relating to financial data • Complete and check proposed excursion costing forms
1.10 Payroll support	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Maintain a base working knowledge of Agreement and Award conditions and payroll processing procedures. • Assisting with payroll processing when required to cover staff absences
1.11 Asset Register	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Reviewing and maintaining the Asset Register in accordance with Vivid's policies • Performing internal audits of asset registers at Vivid sites
1.12 Site visits	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Regularly (at least once yearly) attend every Vivid site
1.13 Client incidents	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Ensuring that all incidents involving clients are immediately referred to the relevant manager • Thorough and detailed documenting of incidents
1.14 Ensure that all reporting requirements are completed and forwarded to funding and other authorities	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Assisting with accurate and timely completion and lodging of all reporting to external bodies (funding and grant acquittals)

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Responsibilities	Performance Measures
1.15 Other duties as directed	
2. Finance	
2.1 Financial procedures systems	Performance measures will include (but not be limited to): <ul style="list-style-type: none"> • Ensuring staff understand and comply with financial procedures including (but not limited to) purchasing and payment authorisations, delegations of authority, petty cash, reporting and other accountability procedures
2.2 Contributing to the preparation of data for the development of Budgets	Performance measures will include (but not be limited to): <ul style="list-style-type: none"> • Contributing to the preparation of data for the development of budgets (including staff costs, program viability, staff to client ratios)
2.3 Other duties as directed	
3. Customers	
3.1 Develop partnerships and promote Vivid within the community	Performance measures will include (but not be limited to): <ul style="list-style-type: none"> • Developing mutually beneficial collaborations with other Community Service Organisations, businesses, individuals and others
3.2 Customer Journey	Performance measures will include (but not be limited to): <ul style="list-style-type: none"> • Assist and support the Intake Team. • Ensuring that each client's Customer Journey is actively considered • Ensuring that the principles of Human Centred Design feature in all service delivery
3.3 Other duties as directed	

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Responsibilities	Performance Measures
4. People	
4.1 Assist and provide support to staff	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Timely responses to requests for advice and support • Proactive, and not just reactive, support of staff • Offering advice and support to staff, and strategies for dealing with issues as they arise • Ensuring lines of communication are open and flowing in all directions • Thorough and detailed documenting of all actions
4.2 Lead, support and motivate staff through the change processes associated with the move to the NDIS	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Assisting with staff engagement with SupportAbility and other software platforms
4.3 Model appropriate values and behaviours in respect to service delivery, relationships with staff and peer groups	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Active and regular participation in staff meetings • Promoting the Values of Vivid at every opportunity • Contributing content to publications such as the CEO Staff Briefing which emphasise the Values • Ensuring that a culture of learning and continuous improvement is embedded in the staff
4.4 Attract and retain talented people in key positions to drive results	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Actively participating in initiatives to ensure that Vivid is an Employer of Choice.
4.5 Change management - creating a culture amongst Vivid staff in which they are excited by, and embrace, change	<p>Performance measures will include (but not be limited to):</p> <ul style="list-style-type: none"> • Building the brand to have cohesion between employees' values and those of the organisation - our staff must live, breathe and believe in the values of Vivid

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Responsibilities	Performance Measures
4.6 Other duties as directed	

ADDITIONAL RESPONSIBILITIES

As directed by the Finance Manager, Executive Manager Corporate Services or the CEO.

ACCOUNTABILITIES

Refer to the Accountabilities published on Vivid's website.

ORGANISATIONAL RELATIONSHIPS

Reports to: Finance Manager

Supervises: Nil.

Internal liaisons: All Vivid staff and volunteers.

External liaisons: Vivid's clients, parents, carers and families; business operators and the broader community; other disability services providers; State and Federal Government departments and regulatory authorities.

ESSENTIAL ATTRIBUTES

Judgement and Decision Making

The position involves problem solving and the development of options, and strategies to address issues.

The position will require the use of initiative in developing approaches and resolving issues.

Specialist Skills and Knowledge

Solid understanding of business practices including operational responsibility and accountability, achieving targets, employee management, risk management, OH&S, quality compliance and procedures.

A commitment to a person-centred approach to service delivery with the aim of improving the quality of life for people with a disability.

Management and Leadership Skills

Excellent mathematical skills; understanding of data privacy standards.

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The ability to effectively plan, organise and manage one's own time.

Demonstrated ability to be pro-active and show initiative.

Ability to communicate effectively, efficiently and openly.

Ability to manage and adapt to a range of challenging situations.

Well-developed computer skills with a preference for the ability to utilise all Microsoft Office programs.

Ability to understand financial reports including monthly profit and loss reports, forecasting and budget setting.

Interpersonal Skills

Ability to establish rapport with other members of the Vivid team and contribute to the development of a pro-active visionary work culture in the organisation;

Highly developed written and oral communication skills.

Ability to develop collaborative networks within professional and client communities.

Ability to work in a busy and changing multi-disciplinary team.

Excellent communication and negotiation skills.

Licences and registrations

A current police check, Disability Worker Exclusion List check and current Working with Children's Check (if applicable).

A current unrestricted Australian driver's licence.

Desirable

Relevant tertiary qualification in business, finance, accounting, or a related field.

Experience in working with people with a disability.

Additional information

Vivid encourages staff to explore Salary Packaging benefits which allows employees to tailor their salaries to best suit their individual personal and financial needs.

Vivid recognises that everyone has different responsibilities and needs. The organisation aims, whenever practicable, to provide flexible working arrangements which balance an individual's requirements.

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Date: / /

Signed:

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Finance Assistant

Signed:

Scott Alexander
Chief Executive Officer