



POSITION DETAILS

Position Title:	Accounts Receivable		
Job Type:	To be confirmed		
Reporting to:	Finance Manager		
Location:	QUANTIN BINNAH COMMUNITY CENTRE		
Classification:	Level 5		
Award:	Educational Services (Post-Secondary Education) Award 2020		
Hours:	Up to 24hrs per week		
No of Direct Reports:	1	No of Indirect Reports	Nil

Who we are
<p>Quantin Binnah Community Centre Inc. is a not-for-profit centre that offers a variety of services and programs to residents of the Werribee and surrounding community. These include Playgroup, 3Yr Kindergarten, 4 Yr. Kindergarten, Long Day Care, Before School Care, After School Care, Vacation Care, Adult Community and Further Education, a variety of Community Development programs, Maternal and Child Health services and Cafe QB.</p>
Statement of Commitment to Child Safety
<p>Quantin Binnah is a committed Child Safe organisation and has zero-tolerance for child abuse.</p> <p>Every child and young person accessing Quantin Binnah has the right to feel safe. All Quantin Binnah employees, volunteers, contractors and community representatives have a responsibility to understand and activate their role in preventing, detecting, responding and reporting any suspicions of child abuse to the relevant authorities and maintaining a child-safe culture.</p>
Position Purpose
<p>Responsible for assisting the daily running and administration of the financial systems of the centre, and implementation of systems and processes which will improve the financial monitoring, growth and accountability across Quantin Binnah Community Centre.</p> <p>Assist the Finance Manager to effectively and efficiently administer the financial systems of the centre, including but not limited to, payroll; accounts payable; accounts receivable; receipting and banking, statement preparation for BAS, Work Cover and superannuation; portable long service leave; assets registration and funding.</p>

POSITION REQUIREMENTS

Main Duties/Responsibilities	
Assist the Finance Manager in the generation and management of: 1.1 Accounts Receivable (Main Responsibilities)	<p>1.1 Accounts Receivable</p> <ul style="list-style-type: none">• Maintain accounts receivable customer files and records• Generate and send out invoices• Follow up on, collect and allocate payments• Perform account reconciliations• Monitor customer account details for non-payments, delayed payments and other irregularities• Generate age debtor analysis reports and review AR aging to ensure compliance• Investigate and resolve customer queries• Process adjustments• Researching and resolving account discrepancies.• Arranging payment plan for clients• Arranging refund fees• Managing Outstanding debt• Generating reports and statements for internal use.• Support other accounting and finance team members, and cost accounting• Prepare analytical and ratio analysis in relation to A/R for management to gain a better understanding of how collection efforts are progressing
1.2 Financial Accountability	<p>1.2 Financial Accountability</p> <ul style="list-style-type: none">• Payroll for 100-160 staff;• Accounts payable;• Accounts Receivable;• Bank reconciliations;• Monthly financial reports;• Cash flow statements;• BAS, Work Cover and Superannuation statements;• Utilised OWNA accounting package;• Portable Long Service Leave; and• Assets Registration
1.3 Funding	<p>1.3 Funding</p> <ul style="list-style-type: none">• Source potential funding avenues and submit funding applications to relevant organisations
1.4 Task Organisation and Team Work	<p>1.4 Task Organisation and Team Work</p> <ul style="list-style-type: none">• Responsible for meeting deadlines and prioritising own work.• Assist with general office procedure as directed.• Attend finance committee meetings where requested.• Assist Finance Manager with preparation of programs budget and yearly budget.

1.5 Corporate Responsibilities	<p>1.5 Corporate Responsibilities</p> <ul style="list-style-type: none"> Ensure legislative compliance with the centres financial obligations. Comply and adhere to QBCC Code of Conduct, policies and procedures. Attend meetings with Finance Manager as required; All other duties as reasonably requested by Finance Manager.
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QUALIFICATIONS, SKILLS AND ABILITIES

Qualifications, Skills and Abilities	
Key Selection Criteria Essential	<p>Qualifications in business accounting/finance or similar combined with relevant experience.</p> <p>Understanding of accounting procedures for a multi department organisation.</p> <p>Intermediate to advanced proficiency of MYOB accounting package.</p> <p>Advanced data entry skills.</p> <p>Extensive experience in accounting and bookkeeping procedures.</p> <p>Good communication skills.</p> <p>Experience of superannuation, taxation, work cover levy payments.</p>
Desirable	<p>Experience working within a community service or not for profit organisation.</p> <p>Advanced skills in Microsoft Excel, particularly spreadsheets.</p> <p>Familiarisation with OWNA accounting package.</p> <p>A flexible and personable approach with high levels of initiative.</p> <p>Team player and excellent communication skills.</p> <p>Excellent organisational and time management skills.</p> <p>Strong knowledge of state and federal government legal compliance.</p>
Other	<p>Current Working with Children Check.</p> <p>Satisfactory completion of National Police Check is mandatory for all new appointments.</p> <p>Commitment to QBCC policies and procedures.</p> <p>Commitment to ongoing professional education and attendance at training sessions which may be outside normal working hours.</p>

CAPABILITY FRAMEWORK

Capability Framework		
Core Capability	Expected Behaviour and Work Standards	Frequency
Corporate Responsibilities	<p>Comply and adhere to the Quantin Binnah Code of Conduct.</p> <p>Comply with Quantin Binnah policies, procedures and guidelines.</p> <p>Protect Quantin Binnah's physical, financial and intellectual assets against damage, fraud or misuse. Staff are responsible for identifying and reporting instances of this nature.</p> <p>To carry out the key responsibilities and duties of the position with an awareness and sincerity that provides for an accessible and inclusive community and workplace.</p>	<p>At all times</p> <p>At all times</p> <p>At all times</p> <p>At all times</p>
Team Work	Responsible for the timely and efficient prioritisation of own work responsibilities.	At all times

	<p>To ensure the accuracy and timeliness of all work completed.</p> <p>To work harmoniously and foster a team environment both within the finance team and across the organisation.</p> <p>Attend team meetings as required.</p>	<p>Daily</p> <p>At all times</p> <p>As required</p>
Financial Accountability	<p>Accountable for the generation of the following;</p> <ul style="list-style-type: none"> • Calculate, compile and distribute payroll for 100-160 staff; • Process, pay and email all accounts payable; • Process, prepare and email debtor statements as required by the centre; • Receipt and banking of money as required; • Prepare monthly bank reconciliations; • Prepare monthly financial reports; • Production of cash flow statements; • Preparation of BAS, Work Cover and Superannuation statements; • Utilised OWNA accounting package; • Assist with preparation of programs budget and yearly budget; • Portable Long Service Leave; and • Assets Registration <p>Assist with general office procedure as required</p>	<p>Fortnightly</p> <p>Daily</p> <p>As required</p> <p>As required</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Quarterly</p> <p>Daily</p> <p>Annually</p> <p>Quarterly</p> <p>As required</p> <p>As required</p>
Analysis, Reporting and Advisory	<p>Ensure all reports, payments, financial returns and correspondence is dealt with in accordance with time stated.</p> <p>Keep Finance Manager informed on all financial matters relating to the centre.</p>	<p>At all times</p> <p>At all times</p>
Understanding of Quality Assurance	<p>To maintain an understanding of the National Quality Standards and Quality Assurance with the aim of supporting the financial viability of service provision.</p>	<p>At all times</p>
People Management and Recruitment	<p>Maintain open communication channels with managers to support documentation exchange for new employees.</p> <p>Setup new employee files to ensure seamless integration for new employees upon starting.</p>	<p>At all times</p> <p>As required</p>
Organisation Branding	<p>Create a positive image of Quantin Binnah by delivering excellent customer service to all internal and external customers.</p> <p>Implementation of quality assurance at every stage of service delivery.</p>	<p>At all times</p> <p>At all times</p>
Health and Safety / Cleanliness	<p>Commitment to tidy work stations during and at completion of each work day.</p> <p>Immediately notify Finance Manager of identified WHS issues.</p> <p>Complete all COVID-19 cleaning protocols according to outlined routine.</p> <p>Physical fitness to support your personal safety in your role.</p> <p>Notify CEO of any injury which may impact your ability to safely perform your role.</p> <p>Ensure proper organisation and storage of materials within all storage areas.</p>	<p>Daily</p> <p>Immediately</p> <p>Ongoing</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>
Communication	<p>Maintain open two - way communication with senior staff to solve unforeseen problems as they arise.</p> <p>Attend meetings as required.</p>	<p>At all times</p> <p>As required</p>

	Ability to communicate effectively with both internal and external stakeholders.	At all times
Ongoing Learning	Eagerness to attend ongoing learning and professional development training which may be held on site and outside normal working hours.	As required
Any other duties as reasonably required or requested by CEO.		

Relationships	Internal – Finance Manager, Group Managers/Directors, Centre CEO. External –Financial institutions, ATO.
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By signing this position description, I declare;

- that I have read and understood the inherent requirements of the role and verify that I hold the skills and abilities to perform the role as required; and
- that I do not have any pre-existing conditions that will inhibit my ability to perform my role, or any pre-existing conditions that may be exacerbated by my participation in the role.

Employee Name:	Signature:	Date:

CEO Name:	Signature:	Date: