

POSITION DESCRIPTION

Business unit:	Corporate Services
Position title:	Finance Support Officer
Employment type:	Permanent Part-time (approx. 60 hrs/fortnight)
Reporting to:	Finance Manager
Date position reviewed:	December 2021

About SALDA

Speech and Language Development Australia (SALDA) is the nation's peak body supporting and advocating for the needs of children and young people with speech, language and related disorders. For over 40 years our not-for-profit organisation has developed a unique, multidisciplinary approach to helping children and young people with Language Disorder to find their voice.

When people have a voice their thoughts, feelings and aspirations are recognised by others. They possess the capacity to make an impact, both on their own personal situation as well as the broader community, through their actions and words.

SALDA provides a range of services including The Glenleighden School, School Support Services, Allied Health Assessment and Therapy Services, Professional Learning, and Research and Advocacy.

SALDA' Vision, Mission and Values

Our vision is to be the leader in ensuring extraordinary outcomes, beyond what anyone imagined possible, for children and young people with Language Disorder.

Our mission is to educate, support and advocate for children and young people with Language Disorder, enabling them to find their voice.

Our values are:

Service We put the interests of others above our own and actively seek out opportunities to help.

Passion We love what we do and show this through our enthusiasm, energy and positive mindset.

Excellence We have high expectations of ourselves and each other, and continually strive to be better tomorrow than we were today.

Accountability We accept responsibility, do what is expected of us and are answerable to each other.

Kindness	We are friendly, generous and considerate in everything we do.
Empowerment	We deliberately enable others, develop their agency and voice, and are committed to their success.
Respect	We show through our everyday actions that we value others as unique individuals, entitled to our high regard and dignity, honouring their difference and contribution.

Position summary

The Finance Support Officer position is responsible for providing all transactional finance services to the business including, but not limited to payroll, reconciliations, accounts payable and receivable, and assisting in the production of financial reports.

The position will require a high degree of communication and flexibility to ensure effective and efficient implementation of duties. This position requires a high level of understanding and application of privacy policies and financial procedures.

Main duties and responsibilities

The main duties and responsibility of this role include:

- Complete bank reconciliations daily.
- Complete monthly credit card reconciliations.
- Accounts Payable – weekly creditor payments / reconciliation of creditor statements.
- Accounts Receivable – sending out statements and assist in the collection of outstanding debt.
- Payroll – assist in the preparation of the fortnightly payroll.
- Administration – manage the accounts inbox (e.g., provide copies of invoices / remittances / client queries).

Qualifications, knowledge, skills, and experience

Qualifications / Registrations / Professional memberships

Essential:

- A minimum of 3+ years accounts experience.

Knowledge, skills, and experience

Essential:

- Sound knowledge of business accounting principles and practices.
- Adaptability to continuous improvement and change management.
- Sound communication and interpersonal skills.
- Intermediate Microsoft Excel and spreadsheet skills.
- Experience with TASS or similar package.
- Excellent attention to detail and commitment to accuracy.
- Ability to work independently within a team environment.
- Highly developed time management and multi-tasking experience.
- Proven ability to independently achieve work objectives to meet organisational requirements.

Mandatory Requirements

- A current Blue Card or Exemption Card (working with children check) or other acceptable evidence.
- Driver's Licence.
- Full COVID-19 vaccination.

Working Relationships

- The Finance Support Officer will report to the Finance Manager
- The Finance Support Officer will work closely with the Head of People, Culture and Corporate Operations, Chief Executive Officer, and all staff within SALDA.