

**BLACKHEATH AREA NEIGHBOURHOOD CENTRE INC.
POSITION DESCRIPTION**

Position	FINANCE ASSISTANT
Office location	110 Wentworth Street, Blackheath, NSW 2785
Accountability and reporting	This position reports to the Finance Manager
Directly supervises	Nil
Internal liaisons	Plan Management Officer, BOOSH Coordinator, BANC Access Coordinator, Operations Manager
External liaisons	Suppliers, service users
Conditions of employment	SCHADS Award Level 3
Position status/duration	30 hours per week, permanent
Organisation context	Blackheath Area Neighbourhood Centre (BANC) is a multipurpose not-for-profit community-based organisation servicing the Upper Blue Mountains. Services include out of school hours care, NDIS services, and Neighbourhood Centre. BANC values are Inclusive, Fair, Professional, Committed, Responsive, Innovative. BANC is the heart of creative, inclusive services that support the sustained well-being and resilience of its community.
Position objectives	The Finance Assistant is responsible for providing support for the Finance Manager in the effective and efficient management of the financial functions of BANC.
Judgement and decision making	This position requires the ability to make decisions and solve problems based on previous decisions provided by the Finance Manager. The position will work to the day to day direction of the Finance Manager and / or their delegates.
Specialist skills and knowledge	<ul style="list-style-type: none"> • Capacity to use range of finance and admin related software including MYOB. • Skills in developing and maintaining administrative systems. • Attention to detail and capacity to work to deadlines.
Interpersonal skills	<ul style="list-style-type: none"> • Ability to develop positive working relationships with staff, service participants and service partners.
Duties	<p>Creditors</p> <ul style="list-style-type: none"> • Ensure creditors are prepared in MYOB including direct debit and debit card purchases • Ensure payments are prepared in accordance with supplier's terms • Ensure debtors are recouped according to Policy <p>Payroll</p> <ul style="list-style-type: none"> • Assist with payroll functions <p>Month End Report</p> <ul style="list-style-type: none"> • Reconcile credit card statement • Assist with month end reporting

	<p>Banking</p> <ul style="list-style-type: none"> • Reconcile petty cash and donations on a monthly basis • Record cash and cheque payments in MYOB • Prepare bank deposits <p>BOOSH</p> <ul style="list-style-type: none"> • Process parent fee payments into HubWorks and send weekly statements • Send weekly debt statements to BOOSH Coordinator • Process ISS claims and reconcile ISS receipts • Keep records of BOOSH bonds received • Reconcile bonds records • Reconcile BOOSH debtors, receipts and CCS income in HubWorks and MYOB on a monthly basis • Ensure record keeping is maintained adequately <p>BANC Access</p> <ul style="list-style-type: none"> • Claim participant funding in Supportability • Reconcile BANC Access debtors, receipts and NDIS income in Supportability and MYOB on a monthly basis • Process plan management invoices <p>BANC duties</p> <ul style="list-style-type: none"> • Comply with all BANC policies and procedures • Act according to the BANC Code of Conduct • Comply with BANC's Work Health and Safety Policy • Promote a positive image of BANC to members of the public • Promote the service where possible, including on social media platforms • Contribute to the team environment at BANC and its overall aims • Actively participate in staff meetings, service planning, supervision and performance appraisals as directed • Read and respond to relevant minutes and memorandums • Maintain BANC resources within the guidelines of BANC Policies and Procedures
<p>Selection criteria</p>	<ol style="list-style-type: none"> 1. Experience in working in finance/admin positions 2. Good digital skills including the ability to use Microsoft software, online platforms, MYOB and databases 3. Attention to detail 4. Good communication skills with the ability to relate to a diversity of people including people with a disability 5. Current Criminal Record check 6. Up-to-date COVID-19 and influenza vaccination certificate
<p>Date of review</p>	<p>November 2022</p>