



Position Description

Role Type	Reports To	Date
Part Time (7.6hrs/wk)	Chief Executive Officer	April 2019

Position Purpose

This position is responsible for assisting with the maintenance and development of PCQ's financial recordkeeping and reporting systems.

Main Tasks and Responsibilities

Accounts Payable & Receivable

- Coding and entry of creditor invoices
- Raising debtor invoices as per staff requests
- Responding to enquiries related to debtors and creditors
- Ensure payment of all insurance policies invoices before due date
- Staff corporate debit / credit card reconciliations monthly
- Maintenance of Financial records in Xero
- Preparing electronic payments fortnightly and ensuring payments are authorised
- Receipting of donations, maintaining donation register and providing donation reports when requested

Payroll/HR

- Set up new staff in Xero and a hard copy file
- Ensure staff records are saved both electronically and paper file in locked filing cabinet
- Ensure staff payroll records are accurate and up to date
- Ensure timely payment of quarterly staff superannuation and taxation payments
- Ensuring staff fortnightly salary packaging is reflected in payroll payments
- Manage all leave applications, processing in Xero and monitor leave entitlements
- Responsible for termination payments for review by Treasurer

Banking

- Responsible for preparation of all banking forms for changes to banking arrangements
- Weekly bank reconciliations on all bank accounts and corporate debit / credit cards
- Reviewing cash balances regularly with Treasurer to ensure interest is maximised.
- Work with CEO & Treasurer on cash-flow management.

Month End

- Undertake month end procedures which includes reconciliations and month end Balance Sheet reconciliations to be prepared and reviewed by CEO / Treasurer
- Ensure electronic and manual filing systems are up to date
- Provision of general support to CEO & Treasurer
- Prepare monthly project reports together for review by CEO
- Attend meetings, as required, to discuss project forecasts against budgets

Financial Management

- Responsible for the development and maintenance of finance procedures for role
- Preparation of accurate, timely reports and acquittals for Board and Funding bodies for review by CEO / Treasurer
- Ensure all statutory compliance systems are in place and adhered to, including (PAYG instalments, GST reporting and superannuation)
- Assist CEO & Treasurer, when required, with the development of the annual operational budget
- Prepare monthly project finance reports for review by Treasurer before monthly committee meetings
- Assist with the preparation of information for the annual audit and liaison with Auditors

Organisational Requirements

- Participate as an effective team member within PCQ, including assisting other members of the team when required.
- Demonstrate a strong commitment to a quality culture, implementing standards of excellence and a continuous improvement business focus.
- Support and promote a strong safety culture by ensuring all work activities are performed in compliance with the organisation's Work Health and Safety Policy.
- Reinforce and promote the principles of Equal Employment Opportunity and diversity in the workplace by ensuring that all employees and stakeholders are treated with dignity and respect.
- Be conversant with policies and procedures relevant to this position and workplace.

Key Attributes

Essential

- Relevant financial qualifications (eg. Certificate IV in Financial Services or equivalent).
- Demonstrated ability to undertake a range of bookkeeping activities to include accurate coding of expenses in line with PCQ's budget, processing of debtors and creditors, project tracking, journal entries and reconciliations.
- Demonstrated experience in administering a payroll system.
- Ability to exercise initiative and judgement where practices and directions are not clearly defined.
- Able to set priorities, plan, organise and monitor own work.
- Proven ability to meet tight deadlines.
- Strong communication and a high level of interpersonal skills in communicating internally and with the public, membership and key stakeholders.
- Good written skills and demonstrated ability to prepare reports, and other documents.
- Strong computer skills including Microsoft Office products and accounting software (Xero).

Desirable

- Experience working in a small team environment with a Non-Profit organization
- Tertiary qualification in Accounting / Business / Finance
- Registered BAS agent

TERMS AND CONDITIONS OF EMPLOYMENT

Hours: 7.6hrs/week (either 1 day per week or half a day twice a week)

Tenure: Ongoing position. 3 month probation period

Location: This position is based in the Palliative Care Queensland office – Brisbane, Level 8, 135 Wickham Tce, Spring Hill QLD 4000, (opposite Central Station).

Appointment to this position is subject to the satisfactory completion of a National Police Check and International Police Check (if applicable).

Internal Approval



PCQ President

10/4/19

Date



PCQ CEO

10/4/19

Date

By signing below the Position Holder confirms: (This signed document will be kept on the personal file)

Receipt and understanding of the duties required; agreement to fulfil the role to the best of their ability that they are not aware of any pre-existing conditions/impairments that might be affected by, or impose limitations on the work to be performed; that failure to disclose any such conditions/impairments will mean indelibility to claim works compensation on those conditions/impairments which subsequently recur or worsened.

Print Name:

Signature:

Date: