

## POSITION DESCRIPTION

<b>Position Title:</b>	Finance Officer- FTE .4	<b>Division:</b>	Corporate
<b>Reporting To:</b>	Finance & Operations Manager	<b>Effective Date:</b>	September 2019
<b>Amaze Social Impact, Purpose and Strategic Directions</b>			
<p><b>Our Social Impact:</b> Amaze aims for a society that i) respects the dignity of every person on the autism spectrum and ii) offers each of them opportunities for meaningful participation and to make a valued contribution.</p> <p><b>Our Purpose:</b> We want every autistic person to have the opportunity to exercise their own choice to participate meaningfully in, and make a valued contribution to, our society. We build understanding engagement and acceptance of autism. We develop community capacity by working with others to help them value and support people on the autism spectrum and their families.</p> <p><b>Outcomes to be achieved by 2040:</b> 1) Community understanding of autism in Victoria increases over time; 2) Attitudes and behaviours towards people on the autism spectrum by the Victorian community (government, private and social sectors) improves over time; 3) Opportunities for meaningful participation and a valued contribution increase for people on the autism spectrum.</p> <p><b>Strategic Activities:</b>  <i>Build understanding of autism</i> through media activity to promote facts and dispel myths, World Autism Awareness Day, provision of information and resources.</p> <p><i>Advocate for positive change</i> through quality, evidence based advice to governments and other organisations on critical issues for autistic people including early identification and assessment, NDIS, education, employment, mental health, women &amp; girls.</p> <p><i>Community engagement and capacity building</i> through consultation with the autism community, improving knowledge, skills and capability of individuals and private, public and social organisations.</p> <p>Ref Amaze Strategic Plan 2018-2021</p>			

<b>Position Summary and Overall Scope</b>
<ul style="list-style-type: none"> <li>• To collect outstanding accounts within the Amaze's guidelines.</li> <li>• Apply all customer payments and reconcile accounts.</li> <li>• Reconcile the Bank Account.</li> <li>• Support and assist the Finance &amp; Operations Coordinator in payroll and month end responsibilities where necessary.</li> <li>• Provide input and contribute to the overall success of the Finance department.</li> <li>• Develop strong relationships internally and externally to resolve outstanding account issues.</li> </ul>

## Key Responsibilities

### Finance

#### Accounts Receivable Responsibilities:

- Collect overdue accounts as well as proactive collection of due accounts by phone.
- Raise adjustment notes ensuring authorisation by Finance & Operations Manager.
- Apply cash receipts and reconcile customer accounts.
- Respond to customer queries regarding proof of delivery and pricing.
- Month end reporting.
- Communicate effectively to internal and external customers in both a verbal and written form.
- Take customers on and off credit hold in line with the Amaze Credit Policy.
- Negotiate with customers to achieve payments/arrangements.
- Provide high level customer service and process new credit applications.

#### Accounts Payable Responsibilities:

- Processing of invoices
- End to end AP function
- Credit card and business expense reconciliations

#### General Responsibilities:

- Maintaining and reconcile bank reconciliations
- Perform all filing functions related to Finance

#### Payroll Responsibilities:

- Back up of all payroll functions

Such other duties as directed by the Finance & Operations Manager and consistent with an employee's level of skill, competence and training.

### **Amaze Policy**

This position / role includes the responsibility for following quality processes. All employees are required to be familiar with and adhere to Amaze policies and procedures as documented in the Quality Management System (QMS). The QMS is available on the Amaze Network and employees will receive training on how to access and use the system.

As part of Amaze's principle that autistic people and their families are at the centre of all we do, Amaze seeks to employ autistic people. All Amaze staff are required to support autistic employees by making adjustments (both in the way we work and the physical environment) to support that person's needs.

## Relationships – Internal and External

<b>Direct Reports:</b>	None
<b>Other Internal:</b>	All Amaze Staff
<b>External:</b>	Suppliers, Customers, Contractors

## Key Selection Criteria

### **Essential:**

1. Experience and capability in MYOB and Xero.
2. Min 5 years' experience in payroll, accounts payable and/or receivable
3. Demonstrated ability to work cooperatively in a team environment and foster a culture of focused customer service and continuous improvement

4. Demonstrated ability to work individually and proactively to ensure deadlines are met and priorities established.
5. Strong attention to detail and the ability to consistently produce work of a high standard and the ability to maintain confidentiality

**Other**

- National Police Check and Working with Children's check is required
- Current Victorian driver's license is desirable