

## SELECTION CRITERIA FINANCE COORDINATOR

### SELECTION CRITERIA

#### ESSENTIAL

- A tertiary qualification in Accounting or related field.
- Demonstrated experience in monthly bookkeeping, reconciliation of bank accounts and grant acquittals.
- Demonstrated MYOB experience.
- Experience of year end processes and liaising with Auditors..
- Ability to manage and prioritise own workload, and to work to performance targets.
- Demonstrated ability to work in a changing environment.

#### DESIRABLE

- Knowledge of the not for profit sector and project accounting.
- Demonstrated understanding of HR principles and application of the same.

### HOW TO APPLY

#### Making Inquiries

General inquiries regarding the position can be made by telephoning the Corporate Manager, Karen Reilly on 9319 0555 or via email to [jobs@fremantlegpnetwork.com.au](mailto:jobs@fremantlegpnetwork.com.au)

#### Completing Your Application

Your application should include the following:

1. A covering letter stating the position title, your reason for applying for the position and details of how you may be contacted during normal business hours (all applications are strictly confidential).
2. A resume which provides your relevant personal details, qualifications and work history. Please include proof of any formal qualifications (copies only).
3. A statement addressing each of the selection criteria.
4. If possible, include in your resume the names and contact numbers of at least two (2) professional referees. The referees you select must be capable of commenting directly on your work performance and should have worked with you in a supervisory capacity within the last five years. You are strongly encouraged to contact your referees and inform them that they may be contacted in relation to your application for employment with Fremantle GP Network.

Applications should be sent via email to [jobs@fremantlegpnetwork.com.au](mailto:jobs@fremantlegpnetwork.com.au)

Consideration for interview is based upon your clear demonstration that you meet all of the selection criteria for the position.

Applications must reach our offices by no later than 5.00pm WST on 8<sup>th</sup> August 2010. For reasons of equity, late applications cannot be accepted.

Title	HR Management Position Description	Version	Version Number 1
Authorised by	CEO	Date Reviewed	Date July 2009
This document is <b>CONTROLLED</b> only when stored at: C:\Documents and Settings\suzanne.velarde\Local Settings\Temporary Internet Files\Content.Outlook\14NO0GJ3\SELECTION CRITERIA Finance Coordinator.docx			Page 1 of 1

## FREMANTLE GP NETWORK

### POSITION DESCRIPTION

<b>Position Title:</b>	<b>Finance Coordinator</b>
<b>Organisation:</b>	Fremantle GP Network
<b>Status of employment:</b>	37.5 hours per week
<b>Position reports to:</b>	Corporate Manager
<b>Salary rate:</b>	Band and level in accordance with the 2007 Staff Agreement
<b>Entitlements:</b>	As per 2007 Staff Agreement
<b>Termination:</b>	Either party may terminate this appointment by giving two (4) weeks notice in writing

#### AIM OF POSITION

To provide bookkeeping payroll and employment contract services to Fremantle GP Network, and to provide assistance to program staff and the Corporate Manager as required.

#### REPORTING / WORKING RELATIONSHIPS

This position reports to the Corporate Manager.

This position deals with staff, Managers, Directors and contractors and requires a good working relationship with all staff members.

#### INFLUENCE

FGPN works with Practices and the wider community to influence policy and planning and to create opportunities to build a healthier community. You are to ensure that your values and work practices are congruent with FGPN's core values:

<b>Quality</b>	Striving to do the best with the resources available and communicating this to others.
<b>Innovation</b>	This means staff will: <ol style="list-style-type: none"> <li>1. look for new ways of doing things;</li> <li>2. be open to change; and</li> <li>3. explore opportunities.</li> </ol>
<b>Integration</b>	Providing a better service to our members through working collaboratively to integrate all Divisional programs into our everyday business. This will increase the staff knowledge base and build on individual strengths and expertise.
<b>Integrity</b>	Acting openly and honestly with trust, respect, fairness and courtesy. This will strengthen our confidence in the reliability and sincerity of our colleagues.
<b>Cooperation</b>	This means staff will: <ol style="list-style-type: none"> <li>1. communicate effectively;</li> <li>2. share information;</li> <li>3. utilise the talents of others; and</li> <li>4. be understanding of each other's responsibilities and pressures.</li> </ol>

Title	HR Management Position Description	Version	3
Authorised by	CEO	Date Reviewed	21 May 2010
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## DUTY STATEMENT BOOKKEEPER

### KEY RESPONSIBILITIES

#### 1. Bookkeeper (95%)

##### SUMMARY OF POSITON

To provide bookkeeping and payroll expertise to ensure that all payments are made and received in a timely manner in accordance with established financial policies and procedures.

##### Accounts

- Ensure that receivables are entered in accordance with relevance standards
- Maintain payment schedule as per program contracts and ensure invoices are issued as required
- Produce cheques and monitor organisation's bank accounts to ensure that sufficient funds are available
- Enter invoices and petty cash into MYOB
- Maintain accounts filing system and archive supplier invoices
- Organise and process banking
- Prepare BAS and other ATO returns as required
- Follow up and resolve queries regarding invoices
- Ensure that MYOB database is in accordance with monthly, quarterly and annual checklist
- Attend and participate at Finance Committee meetings

##### Payroll Preparation

- Collate timesheets and process fortnightly salary information to payroll service provider, check payroll once prepared by service provider
- Maintain employee personnel files, collate new employee packages and prepare staff contracts and variation letters.
- Reconcile payroll into MYOB in accordance with payroll and Superannuation reports.

##### Financial Reporting

- Reconcile bank account and credit card in preparation for monthly and year end reporting
- Produce month end reports for review by management and make MYOB adjustments as required
- Co-ordinate financial transaction adjustments and finalisation of monthly reports with external accounting service provider
- Assist with preparation for the annual financial statement audit.

### OTHER RESPONSIBILITIES

#### 2. HR

- Assist the Corporate Manager with the administration functions of Human Resources including maintenance of the skills and training register, annual performance review process and staff contract administration.

#### 3. Compliance

- Work in accordance with the Occupational Safety and Health Act (1984) and ensure that all safe work practices are adhered to

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- Utilise all tools and Personal Protective Equipment issued in line with manufacturers instructions
- Report all safety concerns and accidents and incidents immediately.
- Ensure Policies and Procedures, EEO, Privacy, OH & S, and Anti-discrimination legislation are adhered to
- Ensure that all funding body policies and procedures, guidelines and contractual obligations are carried out

**4. Team Work & Communication**

- Work as part of a harmonious team and maintain a motivating environment
- Participate in staff reviews
- Attend Staff meetings, planning days and other meetings as requested
- Represent Fremantle GP Network at external meetings and events as requested
- Effectively network with government, non government, business and
- Community bodies to provide an excellent public image of Fremantle GP Network

**5. Other**

- Provide adequate and effective training to delegated staff in order to achieve continuity in bookkeeping and payroll as part of succession planning and to cover leave.
- To provide admin support to assist Division staff with tasks and activities within Division programs
- Assist with newsletter or marketing using designer software
- Undertake appropriate training to meet the contract requirements of the Chronic Disease Self Management program and Facilitate group sessions in accordance with established program guidelines
- Undertake other duties as directed.

Signed: \_\_\_\_\_  
(Employee)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(CEO)

Date: \_\_\_\_\_

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