

Finance Coordinator (HU-FF003)



This form comes from the following departmental process:

HUM-FF Functional Statements, Finance

Position Title:	Finance Coordinator
Business Unit:	Finance
Location:	Darwin
Classification:	Level 5 \$74,611 - \$86,388 pa Commencement salary is dependent on prior skills, knowledge and experience relevant to the position
Status:	Contract Full-Time (38 hours per week)
Probation period:	3 Months (if applicable)
Responsible to:	Chief Financial Officer
Preparation Date:	September 2019
Approved by:	Human Resources Manager

This position is responsible for:

- Payment of wages and entitlements for all GTNT employees (staff and apprentices)
- Host invoicing and debt collection
- Apprentice maintenance
- Bank Reconciliations
- Assist CFO with end of month reconciliations
- Other reconciliations as and when required
- Assist CFO with other duties as and when required
- Assist with daily coordination of finance team duties

The position will be expected to undertake other duties within the department to ensure coverage during staff absences.

Statement of specific accountabilities

Finance

- Assist CFO with end of month reconciliations
- Invoicing weekly and monthly.
Invoicing of contractual agreements, including AASN fees.
- Review and approval of the AP Vendor payrun.
- Review and reconciliation of term deposits at the bank
- Actioning VLF Letters and setting up new employee ("new-starters")
- Creating an on-cost and applying it to apprentice card files correcting
- Maintenance of the Accounts Receivable report including debt collection process and reporting default/changes to customer payments via CreditorWatch (website)
- Review and approval of the NT Government Claims, including supervision of the processes for WWWG, TTF, Host and Travel payments are completed correctly.
- Ensuring that the NT Government templates are updated quarterly to ensure all detail is correct in accordance to JobReady.
- Review and approval of the Australian Government Claims, including supervision of the processes for Commencement, Completion, TSL, LAFHA, SAAA allowance incentives payments are completed correctly.
- Ensuring that the Aust. Government templates are updated quarterly to ensure all detail is correct in accordance to JobReady.
- Reconciliation of Incentives (Navision) GL: 2306, 2308 etc.

- Review of each team members tasks and allocations (6 weeks) and allocating new tasks to ensure that job rotation is actioned in the team. This covers tasks for when team members take annual leave.
- Superannuation reconciliation and payment to Quicksuper.
- Maintenance of the workers compensation reconciliations to ensure that payments are being made in accordance to the insurance documentation for each employee.
- Maintenance of the lunch roster of finance team staff. This ensures that a team member is always available over the lunch period.
- Creation and cancellation of the staff credit cards, including updates, changes in limits and maintenance of the ANZ eCommerce.
- Setting up a new user in ANZ Bank including access, token access, allowances and any changes (password, addresses.)
- Ensuring that all bank uploads are reviewed by either the FOT, FOP and FOS.
- Ensuring that all payments to various ANZ accounts are transferred to the saving accounts.
- Emailing the ASI Aged Receivables to the relevant managers each month.
- Processing any payments or bank entries to the ASI account and reconciliation of the ASI bank accounts.
- Enter and email any AR invoices for ASI.
- Order any ATO Publications if not available online to print.
- Processing of any Australian Bureau of Statistics Surveys.
- Processing and lodging the NT Build Long Service Leave (Semi-Annual) report.
- Setting up and updating any new staff into Navision (Object Designer Role Function)
- Lodging any unsolved Navision errors with Dialog
- Reviewing the Dialog turnaround time of logged jobs.

Apprentice Payroll

- Supervision of the apprentice payroll process.
- Allocation of payruns to admin support to ensure that job rotation.
- Approval of the payrun (AM and PM) to ensure that all leave balances to the EV report.
- PWC On-Call (AL reversal) after each PH to ensure that all accruals are processed correctly.
- Check that workers compensation spreadsheet is updated each month.
- Ensure that all deductions (overpayments in wages) are being followed up and processed.
- Review all Write-backs in the system and ensure that it corresponds with the Payroll Clearing GL, apprentice card file and also Customer 02.
- Review of 'Standard Pays' each week and ensuring that timesheets are being followed up.
- Ensure that all missing timesheets are being followed up on by the FOP by Tuesday afternoon/Wednesday morning.
- Review spreadsheets monthly to ensure that formulas are correct.
- Follow up on missing TFN (28 day turnaround with the ATO)
- Reviewing and following up on the termination spreadsheet (closed off) with the FOP
- Reviewing, processing and adjusting superannuation (monthly)

GTNT Staff Payroll

- Preparation, processing and payment of GTNT staff wages including:
 - Maintaining accurate details of staff records, wage, superannuation, leave entitlement etc. for the payroll database
 - Calculating staff wages and allowance entitlements
 - Processing garnishee orders and other requests for payroll deductions, and issue Separation Certificates.
 - Processing staff pays, email pay slips
 - Maintenance of staff Payroll files
 - Calculating termination entitlements for staff

- Reconciliation and payment of monthly superannuation
- Respond to enquiries regarding payroll matters from staff.
- Processing of staff wellbeing applications
- Reconciliation and payment of PAYG Tax
- Paid Parental Leave Maintenance
- Child Support payments and reconciliations
- Reviewing that pre-tax and after-tax deductions are setup correctly.
- Reconciliation of the motor vehicle register to staff payroll (MV deductions)

External Audits

- Assist with annual external audits as required.
- Liaise with the external auditor appointed to conduct financial policy and procedural reviews as required.

Other General GTNT position accountabilities

Policies and Procedures

- Assist in the preparation, review and implementation of business unit related policies and procedures for inclusion in the QMS.
- Assist with ensuring all section staff are aware/trained in and comply with company policies and procedures.

Workplace Health and Safety

- Ensure a safe work environment
- Follow all WHS policies and procedures
- Report all hazards and accidents to their supervisor/manager
- Take all reasonable and practicable steps to ensure your own health & safety and that of any other persons who may be affected by your actions.

Customer Service

- Exercise a high level of interpersonal/customer service skills in dealing with all prospective and existing clients
- Manage quality customer services.

General Administration

- Prepare reports and other documentation as required

Team

- Facilitate work teams and value individual differences and diversity.
- Assist in the facilitation, design and delivery of Departmental training to Finance Staff.
- Establish effective workplace relationships with groups and individuals.
- Participate in business planning activities as required.
- Participate in company and divisional meetings, and training activities.

Additional Information

The incumbent must adhere to all current relevant codes of conduct and legislation requirements including: GTNT policies/procedures and protocols located in the Quality Manual System.

- Privacy Act.
- Equal Employment Opportunity Act
- Work Health and Safety Act.
- Government/Industry Code of Conduct.
- Northern Territory Employment and Training Act.

- Australia Fair Pay Condition Standards.
- Anti-Discrimination Act.

The incumbent can be expected to be allocated duties not specifically outlined within their position description, however within the capacity, qualifications and experience normally expected from a person occupying this position.

Key Performance Areas will be negotiated as part of the regular performance planning and review processes.

Must demonstrate company values; Be Accountable, Be Innovative, Integrity is Everything, Customer Service Excellence, Respect Everyone and Think Safe Be Safe.

Selection criteria

- Completion of Advanced Diploma in Accounting or a Business/Accounting Degree (or willing to work towards)
- Previous experience in a similar senior/supervisory role.
- Possess effective interpersonal, written, presentation and, oral communication skills.
- Ability to work efficiently as a member of a small team and independently in a client focused area and commitment to providing high quality services to internal and external clients
- Advanced ability to be systematic in approach to work, comply with relevant guidelines, procedures, meet deadlines and demonstrate initiative.
- Demonstrated extensive computer skills and experience with applications such as Microsoft Word, Excel, Outlook and database system.
- Previous experience processing staff payroll

Training and Professional Development

Position Training Requirements

- Completion of Advanced Diploma in Accounting or a Business/Accounting Degree (or willing to work towards)

Positional training requirements is subject to budget constraints and group enrolment availability. Positional training requirements is not classified as mandatory.

Additional Company Training Requirements

- Cross Cultural Awareness Training
- WHS Awareness Training
- Dynamics Nav (GTNT)

Remuneration Package

Annual leave:	5 weeks
Sick leave:	2 weeks
Superannuation:	In line with Super Guarantee Charge
Additional Benefits:	Health and Well-being Package

All other conditions are in accordance with the current GTNT Enterprise Agreement and company policy.

The position will be expected to undertake other duties within the department to ensure coverage during staff absences.

I, _____ confirm I have read and understood my functional statement. I have a Complete understanding of my role and responsibilities as outlined in this document. I acknowledge I may be required to undertake additional tasks outside of my functional statement that are reasonable and as directed by my manager.

Signature: _____

Date: _____

<i>This form also relates to the following other forms:</i> Nil
