

## FINANCE OFFICER

<b>Employer:</b>	Swimming WA (SWA)
<b>Reports to:</b>	Financial Controller
<b>Direct reports:</b>	Not Applicable
<b>Department:</b>	Organisational Sustainability
<b>Location</b>	Beatty Park Leisure Centre, 220 Vincent Street, North Perth, WA
<b>Position Overview</b>	<p><b>Background</b></p> <p><b>Primary Job Purpose</b></p> <p>The Finance Officer role is responsible for the administration of all operational expenses and income associated with the function of Swimming WA.</p>
<b>Key duties:</b>	<ul style="list-style-type: none"> <li>▪ Check and receipt all incoming funds and create invoices as appropriate, balance and deposit all incoming funds including following up as appropriate</li> <li>▪ Maintain debtors list and follow up regular credit control and outstanding accounts in a timely manner.</li> <li>▪ Review and process accounts payable ensuring within authority limits set and in accordance with PO authorisation (as applicable).</li> <li>▪ Check, reconcile and enter all supplier accounts on approval for payment.</li> <li>▪ Ensure all accounting entries are processed in a timely manner and allocated correctly</li> <li>▪ Verification of accounts and cost centres.</li> <li>▪ Set up new vendors and manage vendor cards ensuring accuracy and prevent duplication of data.</li> <li>▪ Reconciliation of supplier statements and credit cards.</li> <li>▪ Management and timely resolution of supplier/customer queries</li> <li>▪ Manage, reconcile and review bank, debit and credit cards, expense claims as well as petty cash.</li> <li>▪ Balance, maintain and file all accounts in accordance with the policy</li> <li>▪ Assist in the preparation BAS, PAYG, FBT statements and reports as required.</li> <li>▪ Assist in the processing of salaries fortnightly, maintaining sick leave, annual leave and TOIL records.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Assist in the creation of superannuation reports and prepare payments.</li> <li>▪ Assist in the preparation of monthly financial reports and processing of journals as required.</li> <li>▪ Comparison of month end results with budgets and report on variances as required</li> <li>▪ Liaise with staff on financial reporting, budget preparation and monthly reporting.</li> <li>▪ Effectively liaise with external stakeholders and other partners.</li> <li>▪ Preparation of budget and audit documents in conjunction with Financial Controller.</li> <li>▪ Maintain fixed asset register.</li> <li>▪ Any other duties as required.</li> </ul>
<p><b>Essential Criteria</b></p>	<p>Candidates applying for this role must have the following:</p> <ul style="list-style-type: none"> <li>▪ Minimum of 2 years' experience in a similar bookkeeping or accounts role.</li> <li>▪ A sound working knowledge and experience with all aspects of managing a Finance Function; <ul style="list-style-type: none"> <li>○ all aspects of processing and reconciling accounts receivable and payables,</li> <li>○ processing and reconciling bank, inventory and fixed assets transactions,</li> <li>○ processing of monthly entries up to a closing Trial Balance,</li> <li>○ preparation of monthly Management Reports,</li> <li>○ maintenance of Tax and BAS processes.</li> </ul> </li> <li>▪ Must be able to work under pressure, meet reporting deadlines while providing excellent customer service.</li> <li>▪ Strong time management, presentation skills and the ability to meet deadlines and prioritise tasks.</li> <li>▪ Preparedness to be flexible in respect to work hours and intrastate travel.</li> <li>▪ Ability to work independently with excellent initiative and passion.</li> <li>▪ A current driver's licence.</li> <li>▪ Working with Children Check (must have prior to applying for the role).</li> <li>▪ National Police Clearance.</li> </ul>
<p><b>Desirable Criteria</b></p>	<p>Candidates with the following will be highly regarded:</p> <ul style="list-style-type: none"> <li>▪ Xero experience or experience with similar medium-sized enterprise accounting packages.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ A background in small business operations, staff management and reporting.</li> <li>▪ Experience in sports and/or aquatics industry</li> </ul>
Hours of work	This is a part-time position (0.6 FTE). Flexible working arrangements are available.
How to Apply	<p>Send a cover letter and resume outlining relevant experience and skills. The application also requires documentation which addresses each essential criterion listed in this document.</p> <p>Address to Swimming WA, Amanda Flood at <a href="mailto:Amanda.Flood@wa.swimming.org.au">Amanda.Flood@wa.swimming.org.au</a></p>
When do applications close?	9am Tuesday 28 <sup>th</sup> September 2021
Who do I contact if I have a query?	To make an enquiry contact Amanda Flood on <a href="tel:0893284599">08 9328 4599</a> .