

Position: Finance Officer Position Type: Permanent Full time

Hours: 60.8 per fortnight Days: Negotiable

Division: Corporate Location: Canberra

Recruiting Manager: Louise Gilmour

Application Closing Date: 31/10/2021

About Karralika:

Karralika Programs Inc. is a not-for-profit organisation providing an extensive range of specialist alcohol and other drug services to the Australian Capital Territory community and surrounding New South Wales for more than 40 years.

Our teams are highly skilled and passionate workers who are client and community centred in their approach to reducing the harms associated with alcohol and other drug use.

Karralika Programs Inc. is committed to reconciliation and we encourage people from Aboriginal and Torres Strait Islander backgrounds to apply for these positions.

About the Role:

Insert Position Description Role Information

The Finance Officer role is a full-time position in the Corporate Services team, who deliver high quality services to the organisation including Finance and Payroll, IT, HR, and administrative support. The aim of Corporate Services is to ensure that systems, policies and procedures, effective communications, training, and other supports are in place to support the provision of high quality and effective service to meet the organisations goals, objectives, and service delivery standards.

The role is responsible for a range of accounting, administrative and house-keeping tasks, with the primary focus on maintaining the organisation's Trust account including processing Centrelink payments and managing client expenditure.

In addition, the responsibilities of the role include but are not limited to:

- Preparing purchase invoices, receipting payments and liaising with relevant staff regarding purchase orders for client finance related queries;
- Preparing and processing client finance related payment runs and liaising with suppliers;
- Reconciliation of client cards, trust and float bank accounts and balance sheet; and
- Fortnightly and monthly reporting.

About You:

Skills and knowledge, you require

Essential

- Completion (or final year) of a bachelor's degree in finance/accounting at an accredited college or university; or TAFE Certificate/Diploma in bookkeeping or accounting.
- A minimum of 3 years work experience.
- Working With Vulnerable People clearance, or ability to obtain one.
- Driver's Licence.

- Understanding and experience of financial procedures and accounts processing.
- Experience with financial accounting and reporting packages (in particular, Xero, Lightyear, Calxa, Keypay) or ability to develop skills quickly and efficiently.
- Demonstrated accuracy in record keeping and high attention to detail.
- Friendly and approachable manner, with empathy for persons who are facing personal hardship.
- Communicates clearly and professionally in written and oral forms to both internal and external clients.

Desirable

- Membership of a recognised professional body or progress towards such membership
- Knowledge and experience in working with Centrelink

Benefits

- Flexible working arrangements
- Work-life balance
- \$ 67,000 to \$82,000 + 10% super and the ability to Salary Package (Salary Packaging through FBT allowing employees to earn up to \$15,900 tax free per year)

To Apply

1. For a full description of this role please visit our website at <http://karralika.org.au/join-us/work-with-us/>
2. Please send your cover letter outlining how your skills and experience match the essential criteria (outlined in the Position Description) and your resume to jobs@karralika.org.au

Want more information?

If you would like to discuss this employment opportunity further, please contact Louise Gilmour on 0499 790 067 or email louise.g@karralika.org.au