

FINANCE ADMINISTRATOR

Leisure Networks - *Connecting people with community*

THE POSITION

Position Title:	Finance Administrator	Position Reports to:	Finance Coordinator
Award:	Social, Community, Home Care and Disability Services Industry Services Award (“the Award”)	Classification:	Award Classification Level 3 Fixed Term Contract (12 months) with potential for extension Hours and days flexible (permanent, part time)
Remuneration:	Commencing \$29.05 per hour plus 9.5% Superannuation plus salary packaging	Work Location:	This position is based at Leisure Networks Headquarters in Geelong VIC

ABOUT LEISURE NETWORKS

Leisure Networks is a successful community-based non-profit organisation. Our vision is to see *capable, healthy people and inclusive communities* and our mission of *connecting people with community* drives our work. As a registered provider with the National Disability Insurance Scheme (NDIS), we provide a range of services which include;

- Individual and small group disability support programs (weekdays and weekends)
- Support Coordination
- Financial Plan Management

Our disability support programs enable people with a disability to undertake a range of activities within their community. These include fun, recreation and leisure-based activities, skill development programs or travel programs across Victoria or interstate.

Our support coordination teams in Geelong and Melbourne are working individually with people to learn about the NDIS and to assist them to make the most of their new NDIS funding. Financial plan management is a bill paying service for people with an NDIS plan and is undertaken by our experienced finance administrators.

Finally, we work directly with community grass roots sporting clubs. Our role is to support volunteers to ensure they are growing their clubs and that they are inclusive, family friendly environments. Our sport and recreation team also provide programs for young children to be active and healthy.

ABOUT OUR CULTURE

At Leisure Networks our values-based, high performance culture is the foundation for our continued success. At every level our recruitment aims for the “right fit” first, combined with excellence in leadership and technical capabilities. Our flexible, people-orientated employment practices ensure we are an employer of choice attracting friendly, fun and highly motivated employees.

Our values and behaviours create our culture and we express this in our Culture Code. We value being **relevant**, **creative** and **trusted** leaders.

In all our interactions and behaviours we demonstrate these values as we - **deliver** on promises; **show** respect; **have** open, thoughtful communication; **are** always learning and **make** it fun.

POSITION OVERVIEW

The Finance Administrator sits within the Business Operations team and reports to the Finance Coordinator. The role has is highly operational (ie. Processing, etc.) with a focus of meeting key deliverables and targets.

The Business Operations team is responsible for providing the 'back of house' supports to enable the smooth and efficient running of the organisation both at Leisure Networks Head Quarters, Melbourne offices and all potential new sites. Functions in the Business Operations team include the Customer Engagement team, Finance Administration team, People and Culture and Communication and Marketing.

This role has a specific focus on processing the day to day financial transactions required to manage any potential financial risks related to billing. At times this role will undertake various general administration activities as requested by the Finance Coordinator. This role will also establish new customer service bookings, confirm NDIS funding and manage billing.

KEY RESPONSIBILITIES AND DUTIES

Customer Service

- Assisting wider Business Operations Team as required (eg. Answering phones, front of house back up etc.).

Financial Plan Management

- Set up service bookings for Clients in NDIA portal (FPM and inclusion support team).
- Accurate data entry in regard to service bookings, invoicing etc.
- Data entry of invoices into CRM system.
- Uploading of files to NDIA Portal for claiming.
- Uploading of data into financial system.
- Manage error transactions with providers, NDIA and customers.
- Customer liaison in regard to plan and funding.
- NDIS Financial Plan Management enquiries and reporting as required by customers.

Financial Systems

- Accounts receivables and payables.
- Input data into LN's financial systems and maintain financial records, records as required.
- Maintain client records in financial package and SupportAbility.
- Post transactions to ledger, as required.
- Oversee/follow up unpaid invoices by telephone / liaison / interview.
- Prepare documentation on overdue accounts for senior officers or referral to debt recovery.
- Oversee/prepare accounts payable for authorization.

General

- Work collaboratively to continuously improve work practices and processes within and across the organisation through open and honest communication and feedback mechanisms.
- Proactively identify and mitigate OH&S risks raising issues as identified with Supervisor.
- Develop and maintain positive internal and external partnerships.

- Use Leisure Networks IT systems to keep up to date with organisational information and communication.
- Model and actively engage in building an organisation that strives for excellence in organisational culture.
- Attendance and contribution to meetings, scheduled workshops and training/learning and development opportunities.
- Maintain accurate comprehensive records and documentation.
- Support staff with Leisure Networks IT systems as required.
- All other duties as requested by the Finance Coordinator.

ORGANISATIONAL RELATIONSHIPS

Position Reports To	Finance Coordinator
Reporting to this Position	N/A
Internal Relationships	All staff at Leisure Networks
External Relationships	Leisure Networks customers and their significant others, external service providers, sector networks and community organisations

HEALTH, SAFETY AND WELL BEING

Complies with Leisure Networks OHS&WB policies and procedures and cooperates and participates with activities (such as meetings or training) as undertaken by Leisure Networks to comply with OH&S and environmental legislation. Takes reasonable care for the safety of his/her own health as well as others who may be affected by their conduct in the workplace and does not willfully place at risk the health or safety of any person in the workplace or interfere with or misuse anything provided in the interest of environmental health and safety or welfare. Alert Team Leader/Manager immediately if there are any potential or actual safety concerns to self or others.

COMPETENCIES – HOW WE DO OUR WORK AT LEISURE NETWORKS

Accountable and Committed - <i>I deliver on promises and I am committed to my work and to LN. I hold myself and others accountable. I own my decisions and my actions.</i>
Collaborates - <i>I work collaboratively with others to meet shared objectives.</i>
Communicates Effectively - <i>I provide a clear message that is understood by everyone and it is always open and thoughtful.</i>
Culturally and Emotionally Intelligent - <i>I am open and comfortable, I understand myself and others and cultivate strong relationships.</i>
Customer Focussed- <i>I build strong customer relationships and deliver customer focussed solutions. #relevant #trusted</i>
Innovation and Improvement - <i>I create new and better ways for LN to be successful. #creative</i>
Growth and Resilience - <i>I demonstrate courage, growth and resilience in myself and cultivate it in others. #vitality</i>
Handles Ambiguity - <i>I can operate effectively, even when things are not certain, or the way forward is not clear.</i>
Strategic Leadership - <i>I align my purpose, work and actions to LN's strategy.</i>

“YOU HAVE!”

Key Selection Criteria
1. Significant experience working in an office environment, with a demonstrated ability to develop effective working relationships.

2. Strong administrative/finance skills, demonstrated via experience in a similar or related role (preferably finance systems/administration experience).
3. Significant experience and knowledge of the NDIS (Financial Plan Management experience highly regarded).
4. Bookkeeping experience utilising MYOB preferable.
5. Ability to set outcomes, establish priorities and meet timelines as established for self (and others).
6. Demonstrated, strong information technology skills.

Licenses, certificates and equipment requirements
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Current nationally recognised police check
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Current Working with Children check

Disability Worker Exclusion Scheme checks

DECLARATION

I acknowledge that I have read and understood this Position Description which forms part of my Employment Contract from the date of issue. I accept that the Position Description may need amending and updating from time to time due to change in responsibilities and organisational requirements;

NAME

(SIGNATURE)

DATE

*Leisure Networks commits to being a Child Safe organisation.
Our Code of Conduct, relevant policies and processes ensures this is a priority especially during recruitment.*