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| Position Title: Finance Assistant | Department: Corporate Services |
| [x]  New Position [ ]  Change to Existing Position  | Date: 07.07.2016 |
| Reports to (position): Manager Finance Services | *Martin Kranz* |
| Positions that report to this position: None |  |
| Name of present incumbent (if applicable): |  |

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| **PRIMARY PURPOSE OF ROLE:** *This should be a summary or ‘vision’ for the position. Consider what aspects of the role, if they were removed, would cause the position to no longer add value to , or be required at GRV* |
| The Finance Assistant’s role is to provide support to the finance department across a range of duties, to increase the effectiveness of the service level provided by the finance department to the wider organisation. The majority of support will be to the payable and receivable functions. The Finance Assistant will also be required to provide coverage for the Payables Officer when on leave. |
| **Scope:** *The scope of work provides information about the larger picture of the position – how it relates to other positions in GRV and to the broader community outside of GRV.* |
| Greyhound Racing Victoria (GRV) is in the business of governing, operating and promoting greyhound racing of the highest integrity to wagering operators nationally and internationally and to Victorian clubs for the enjoyment of members, wagerers and on-course race goers. GRV is committed to attracting, selecting and retaining the best calibre of people to achieve the highest level of performance and behavioural standards required for each position. This will ensure that the best standard of service is continually provided across the organisation and that GRV will build on and maintain its excellent reputation and effective profitability.Our vision is for Greyhound Racing Victoria to become the world’s most respected greyhound racing body; widely regarded for the market position and reputation we have created for greyhound racing in Victoria. |
| **Freedom to Act / Decision Making***: This should outline the extent of the positions scope to act without need for further approval – e.g.* * *Managing of employees within the company policy and legislative requirements*
* *Define specific objectives for the member of the team within company objectives*
* *Department budget expenditure up to $20K*
* *Authority to approve timesheets*
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| Nil |

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| **Key Result Area** | **Accountability / Activity** | **Key Performance Indicator** |
| *Area of Focus* | *What activities are you responsible for?*  | *How will you know this has been achieved?* |
| *Payables* | Process and pay invoices on a weekly basis, including collating, entering invoices and creating EFT and cheque payments.* Foster a strong relationship with the procurement team, including working together to ensure payments are processed in a timely manner.
* Monitor Great Plains for unapplied payments, including following up on tax invoices for prepayments.
* Prepare the supplier bank changes file on a monthly basis for review by the Manager Finance Services
 | * Payment batches processed on time and with accuracy
* Average creditor days is less than 30 days
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| *Banking & Collections* | * Enter bank transactions into Great Plains, including debtor receipts
* Prepare and distribute debtor invoices and be responsible for all debtor collections
* Invoice all wagering service providers and keep accurate records of collection, and assist with servicing of questions and policy updates
* Make term deposit investments in accordance with GRV policy and upon approval of Chief Operating Officer and Manager Finance Services
* Follow up any dishonoured cheques
 | * Bank reconciliation to balance and completed by 3rd of each month
* Provide tax invoice for wagering service providers within 3 business days of receiving return
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| *FastTrack* | * Monitor and follow up on unreconciled incoming and outgoing entries.
* Cancel fines as advised by the Integrity department.
 | * Requests for cancellation of fines are actioned within 2 days of receipt
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| *Annual Leave Coverage* | * Fines – Administration & collection
* Club returns entries
* Stakemoney Payments
* Telephone enquiries
 | * As per Payments Officer
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| Key Business Contacts |
| External | Internal |
| Industry Participants | Payments Officer |
| Suppliers  | Manager Finance Services |
|  | Procurement department |
|  | All other internal staff |

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| Person Specification  |
| Education/Qualifications *necessary to meet position objectives* |
| Essential | Desirable |
|  | Bachelor degree in Accounting or related discipline |
| Skills/Knowledge *necessary to meet position objectives* |
| Essential | Desirable |
| MS Word, Excel & Outlook skills | Great Plains accounting package |
| Accounts Payable |  |
| Excellent written and oral communication skills |  |
| Attributes *required to ensure satisfactory performance and cultural fit* |
| Essential | Desirable |
| Responsiveness | Ability to Multi-task |
| Integrity | Self Motivated |
| Impartiality | Lateral thinker |
| Accountability | Attention to detail |
| Respect | Ability to meet deadlines |
| Leadership |  |
| Human Rights |  |

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| Employment Conditions |
| * Terms and conditions of employment are per the current GRV ‘Employee Enterprise Agreement’
* The GRV environment is a unique and challenging operational environment. It operates weekdays, weekends, day and night hours. GRV employees are bound by a number of regulatory Government requirements. In addition, all staff are required to abide by GRV policies including restricted gambling, greyhound ownership and the Code of Conduct for Victorian Public Sector Employees.
* All employment at GRV is subject to a satisfactory police check prior to commencement
* All employees at GRV are required to have the right to work in Australia.
* All employees are required to comply with WHS statutory obligations.
* GRV is an EEO employer.
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