

# Position Description

## Finance Officer

<b>Position Number</b>	CR13	<b>Award</b>	GOSAC
<b>Reports to</b>	Accountant	<b>Level</b>	3
<b>Business Area</b>	Corporate Services	<b>Direct Reports</b>	Nil
<b>Date</b>	September 2025	<b>Total Reports</b>	Nil

### About MyLeave

The Construction Industry Long Service Leave Payments Board (trading as MyLeave) is a Statutory Authority established pursuant to the provisions of the *Construction Industry Portable Paid Long Service Leave Act 1985* (the Act). The primary mission of MyLeave is to manage in an efficient and effective manner, portable long service leave for construction industry employees, established by the Act. This is achieved by:

- Ensuring that all eligible employers are registered and are paying contributions on behalf of all eligible employees.
- Ensuring that all eligible construction industry employees are registered.
- Minimising the contribution rate payable through optimising the rate of return on investment funds and minimising the administrative cost.

MyLeave provides a significant benefit to employees in the form of a portable long service leave benefit which, due to the nature of the industry, would normally not be available.

MyLeave educates employers and employees and ensures compliance through a program of inspections and site visits. Where necessary, MyLeave prosecutes for non-compliance with the Act.

### The Role

The Finance Officer enters and processes accounts receivable, accounts payable and long service leave claim (payroll & supplier) financial documents and transactions into management information systems in accordance with processing business rules, procedures and relevant legislation. The role assists the Accountant to deliver accurate, timely and high quality financial administration and transactional services to both Scheme and non-Scheme (agency administration) stakeholders. The role makes recommendations related to system and/or process improvement and requires understanding and compliance with government accounting policies such as Treasurers Instructions and Treasurers Guidance.

The role provides customer service in relation to first point of contact phone and front counter queries and undertakes a range of other administrative and clerical functions.

### Responsibilities

#### Financial Administration

1. Responsible for entering and processing accounts receivable, accounts payable and long service leave claim (payroll & supplier) transactions into management information systems in accordance with statutory requirements and relevant policies, procedures and guidelines.
2. Provides a timely and proactive debt recovery service within a dynamic and ongoing environment which includes preparing, collating and dispatching debit and credit letters to registered employers.

3. Generates discrepancy reports as required, investigates anomalies and liaises with and advises employers.
4. Reconciles bank accounts and management information systems in a timely manner.
5. Provides support to other officers in relation to day-to-day financial requirements.
6. Following consultation, makes recommendations for system and process changes that improves financial administration.

### **Data Management**

7. Undertakes filing and document management duties to ensure effective and accurate record keeping and retrieval.
8. Reviews quarterly returns to confirm data accuracy, advises employers of necessary adjustments and enters and processes changes in management information systems if necessary.
9. Resolves error reports arising from the processing of Employer Returns.

### **Customer Service**

10. Responds to general phone enquiries, regarding services provided by the agency and the provisions of the Act.
11. Provides assistance with front counter enquiries.
12. Provides advice and assistance to team members across MyLeave to resolve financial administration issues and action debtor and creditor (supplier and Scheme worker) transactions correctly.
13. Responsible for debtor and creditor management, including negotiating payment arrangements, referring debtors to debt collection and administering refund applications for payment as needed.

### **General**

14. Comply with MyLeave's Code of Conduct, policies, procedures and relevant legislation.
15. Meet Work Health and Safety, equal opportunity and other legislative requirements in accordance with the parameters of the position.
16. Ensure own safety and health and use such protective clothing and equipment as provided in a manner instructed to use it.
17. Other duties as directed.

### **Essential Criteria**

The following capabilities are essential to meet the requirements of the position:

1. Four to six years experience working in a finance environment.
2. Demonstrated previous experience with a financial management information system and reconciliation of accounts.
3. Ability to recommend process and system improvements to improve business outcomes.
4. Good communication skills (written and oral) and interpersonal skills with demonstrated ability to provide high quality customer service and the ability to successfully negotiate outcomes relating to financial transactions and administration
5. Demonstrated ability to organise and prioritise workload whilst maintaining attention to detail.
6. Knowledge of office administrative procedures, including record keeping.

## Desirable Criteria

The following capabilities are desirable to meet the requirements of the position:

1. Knowledge of government accounting policies and procedures.
2. Knowledge of MYOB or similar financial management information system.
3. Knowledge of Microsoft Dynamics CRM or similar customer relationship management system.

## Certification

This document is an accurate statement of the specific requirements of this position as at the effective date.

Signed

**Jason Buckley**  
**Chief Executive Officer**

Date: \_\_\_\_\_

**Name**  
**Finance Officer**

Date: \_\_\_\_\_