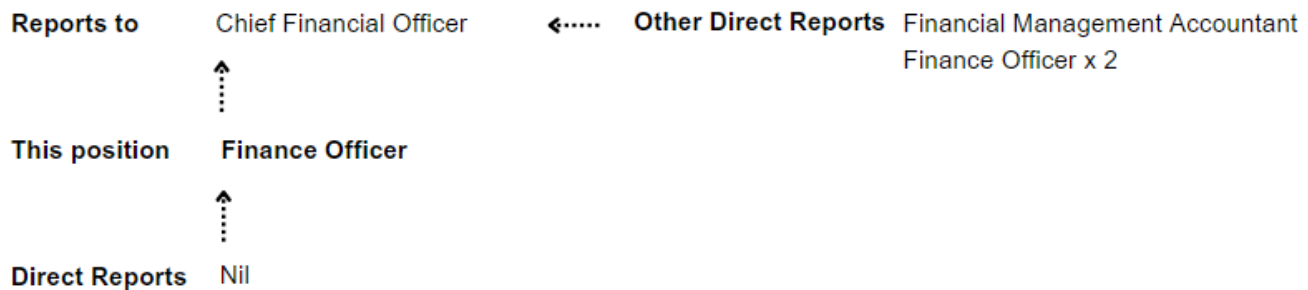


Finance Officer

13671, 14405

Level	3	Agreement	Public Sector CSA Agreement 2022
Directorate	Business Services		
Team	Finance		
Location	Perth Metro Venues		



Purpose

The **Finance Officer** is responsible for the day-to-day financial invoicing and payment matters, manages and processes accounts receivables, and general ledger accounting. Reconcile GL accounts and prepare revenue journals. Reconcile all cashier reports to sales reports.

Responsibilities

1. Ensure the integrity of the Financial Management Information System (FMIS) is maintained.
2. Process and batch complex account payable transitions in accordance with established policies and procedures.
3. Complete month end tasks, including reconciliation of statements, and journals, are processed and completed in the prescribed timeframes.
4. Ensure prompt settlement payments are completed and manage dishonoured payments.
5. Undertake data entry to process accounts receivable transactions and general journals as and when required.
6. Provide an advisory service on accounts payable/receivable requirements and ensures that staff fulfil the system requirements.
7. Run the Creditors Historical Aged Trial Balance report weekly from the General Ledger to send to the Financial Controller for cash flow purposes for the weekly payment run.
8. Liaise with Creditors on all levels to ensure ongoing relationships and the resolution of any issues.
9. Maintain the Preferred Suppliers lists in the FMIS.
10. Coordinate and process banking and receipting of debtor and non-debtor payments and assists with control and reconciliation of petty cash if required.
11. Manage and maintain the Purchase Card System and Cabcharge Vouchers ensuring compliance of transactions.
12. Provide quality assurance on transactions processed at venue level.

13. Undertake administrative duties as and when required.
14. Ensure the team meets compliance obligations.
15. Collaborate with colleagues to meet portfolio agency reporting requirements.
16. Deliver quality client service outcomes.
17. Assist with tax compliance, BAS and EOFY duties including annual report and audits.
18. Recover payments from government agencies and suppliers.
19. Other duties as required that fall within the parameters of the position.

Compliance and Legislative Knowledge

1. Complies with the Code of Conduct, policies and procedures and relevant appropriate legislation; and
2. Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

Work Related Requirements

Essential:

1. Proven experience working in a financial management environment.
2. Strong conceptual and analytical and problem solving skills.
3. Well-developed oral, written and interpersonal communication skills.
4. Demonstrated organisational and time management skills.
5. Demonstrated ability to work autonomously and with team members, colleagues, clients and external stakeholders.
6. Demonstrated strong customer service focus and ability to provide effective client services.
7. Sound level of computer and data processing skills with a high degree of accuracy.

Desirable:

Nil.

Other Requirements:

Nil

Qualification and License Requirements

N/A

Organisational Purpose	To grow and support Western Australia's cultural and creative industries through the optimisation of our venues and activation of spaces
Directorate Purpose	Business Services - Ensures that the right resources are in place to deliver. Effective management of SLA with DLGSC. Delivers seamless systems and technology.
Team Purpose	NA
Position status	Permanent/full time
Last updated	