



Job Description
Finance Officer
 Human Resources

Department:	Finance/Administration
Primary Location:	Norwood
Award/Classification:	Social Community Home Care & Disability Services Award 2010 (Level 4)
Status of Employment:	As per individual contract
Date Reviewed:	June 2017
Reports To:	Finance Manager

Position Summary

Unity Housing Company (Unity) is the largest single provider of low cost community housing properties in South Australia. Whilst the core of Unity’s work is the provision of accommodation to people living with disabilities or experiencing homelessness and people on low incomes, the company is rapidly developing a diverse affordable housing property portfolio.

Reporting to the Finance Manager, the Finance Officer is responsible for the following:

- Finance and bookkeeping duties
- Finance administration

Key Reporting / Working Relationships	
Internal	External
<ul style="list-style-type: none"> • Reports to the Finance Manager • A member of the Finance team • Supports the relevant Regional Housing Team 	<ul style="list-style-type: none"> • Suppliers, service providers, Council, State and Commonwealth Government contacts • Tenants • Banks

Special Conditions

- Hours of work are as per contract
- Position is based at the Norwood office but there will be a requirement to work across all Unity sites
- A six month probationary period will apply
- 5 weeks annual leave
- Some out of hours work may be required during peak times of activity or tight deadlines and will be negotiated in advance, and overtime or TOIL will apply
- Prior to appointment and on an ongoing basis staff must undergo satisfactory criminal and relevant history screenings
- Current full driver’s licence required with no limitations

Initials	
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KEY RESPONSIBILITIES

Finance/Bookkeeping	Time Spent (%)
<ul style="list-style-type: none"> • Provide financial support to the relevant Regional Housing team to ensure that income is recorded appropriately in the accounting system • Prepare bank reconciliations, process banking and facilitate transfers to ensure that appropriate cash balances are maintained in Unity bank accounts • Invoice tenants for water charges • Process purchases and payments and enter into SMAART Financials to accurately record and make payment to suppliers and service providers • Arrange payment to creditors • Process rate remissions and other concessions • Maintain petty cash system • Prepare a range of financial reports and analysis of financial reports as required • Undertake general ledger and other reconciliations as required • Provide finance support to relevant Regional Housing team • Provide support to the Finance Manager and other members of the Finance Team as required 	<p>85%</p>
Finance Administration	Time Spent (%)
<ul style="list-style-type: none"> • Maintain financial filing systems and records • Attendance at team meetings for the Finance team and relevant Regional Housing Team • Relief telephone and reception duties to support the Norwood office • Carry out other duties as required 	<p>15%</p>
Other Duties	
<ul style="list-style-type: none"> • Any other duties appropriate to the role. 	

Key Performance Indicators

The following areas will be assessed and measured through Unity’s Professional Development Program to monitor effective performance in accordance with the requirements of this Job Description and the employment contract:

- Finance and administrative tasks are carried out in a timely, accurate, effective and efficient manner
- Effective relationships are maintained as appropriate

Specific Performance Measures (KPIs) will be identified in conjunction with the Finance Manager for this role to ensure that outcomes detailed in the above Key Responsibilities are properly measured in determining the level of performance.



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Values and Behaviours

All Unity staff are required to model the following behaviours and values and participate in performance reviews and management as directed and in line with published expectations as outlined in the Code of Conduct, Strategic Plan and related documents. These are available on Unity’s intranet and website and updated as necessary:

- Respect and social justice
- Innovation and creativity
- Collaboration and partnerships
- Leadership and continuous improvement
- Accountability and honesty
- Affordable Housing Sustainable Communities

PERSON SPECIFICATION

Education/Qualifications	
Essential:	Desirable:
<ul style="list-style-type: none"> • TAFE level qualifications in administration, finance or business (minimum Certificate 3 in Business Administration or similar) 	

Experience	
Essential:	Desirable:
<ul style="list-style-type: none"> • Demonstrated experience in financial management or bookkeeping • Demonstrated experience of accounting software • Demonstrated experience working in an office administration setting • Experience in working autonomously within broad guidelines • Proficient keyboard and computer skills with an advanced working knowledge of the Microsoft Office suite of applications • Experience in working with high volumes of work requiring the establishment of priorities and deadlines 	

Knowledge	
Essential:	Desirable:
<ul style="list-style-type: none"> • Financial management principles and reporting techniques 	<ul style="list-style-type: none"> • Awareness of issues affecting people living with disabilities and/or experiencing homelessness

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Approval:

Chief Executive Officer

Date: 20 June 2017

I acknowledge receipt of and agree to the duties and expectations as outlined within this job description.

Name:		Signature:		Date:	
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Initials	
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