

Position Description – Finance Officer

Core Detail

Title	Finance Officer
Role	To work with and alongside the Accounting Team to process and verify daily banking to enable the adequate maintenance of accounting records that assists in the preparation of monthly management reports and annual financial statements. Perform all necessary ledger reconciliations and maintain supporting working papers to ensure the accuracy of reports produced for the TriCare Group and associated companies. To assist management in the preparation & maintenance of appropriate company records.

Position Parameters

Employment	Full time, permanent
Reporting to	Assistant Accounting Manager
Location	TriCare Head Office

Detailed Description of the Position

Accounting	<ul style="list-style-type: none"> • Prepare and maintain daily bank reconciliations and cash flow reporting. • Prepare month end journals. • Reconcile nominated general ledger accounts and subsidiary ledgers. • Prepare statutory and statistical returns/reporting, as required. • Prepare and process Refundable Accommodation Deposit (RAD) and Accommodation Bond refunds. • Assist accounting team in preparation of monthly management accounts incorporating P&L, Balance Sheet. • Assist accounting team in preparation of year-end financial accounts, including statutory financial statements/reporting.
Ongoing System Review	<ul style="list-style-type: none"> • To review existing systems and assist in developing improved procedures, and document these, in consultation with Manager.
Other	<ul style="list-style-type: none"> • Ensure correct filing (hard & electronic) of all accounts related reports, correspondence, etc.

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- Act as co-signatory on main TriCare Limited bank accounts.
 - Prepare adhoc accounting reports as directed by team leaders/Manager.
 - Maintain accounting records and working papers, including filing and archiving.
 - Maintain subsidiary records and spreadsheets to support entries in general ledger.
 - Ensure appropriate managers are informed of issues that may become problematic.
 - Management of procedures and processes.
 - Other duties or projects as directed by the Senior Accountant – Accounting Services and/or Accounting Manager.
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Skills and Knowledge

- Oral and written skills of a high standard.
- Moderate to advanced accounting/bookkeeping skills and knowledge of complex accounting entity structures.
- Problem solving and analytical ability.
- Organisational skills, and the ability to prioritise work is essential.
- Ability to liaise with all levels of the organisation.
- High level of computer literacy, including Microsoft Word, Excel and Outlook.

Personal/Other Attributes

- Exercise confidentiality with all TriCare information.
- Ability to take responsibility for allocated tasks and complete them with minimum supervision.
- Take pride in your work.
- Ability to work under pressure and meet tight deadlines.
- Organised self-starter who can prioritise work and be proactive.
- Ability to analyse and solve complex problems.
- Adaptability and flexibility, and the ability to work in a team environment.
- Willingness to apply oneself during periods of heavy workloads to meet deadlines.

Experience

- Minimum 5 years experience in an assistant accountant/senior bookkeeper role.
- Demonstrated working knowledge of large ERP systems.
- A number of years general ledger experience.

- Demonstrated ability to work independently, within a team environment and organise/prioritise work in and around other people's deadlines and workloads.
- Demonstrated ability to perform duties on time, efficiently and with accuracy.
- Demonstrated ability to be diplomatic and helpful when attending to internal and external customers.

Work Health and Safety

The incumbent has the responsibility to comply with and meet all obligations contained in:

- a) Work Health and Safety (WHS) legislation;
- b) Related WHS responsibilities; and
- c) TriCare's Risk Management (RM) standards.

Performance Measures

Annual Improvement Review.