

Canterbury City Community Centre Inc

POSITION DESCRIPTION

Position:	Bookkeeper & Administration Support Officer (Home Care Packages Program)
Classification:	Social Community Home Care and Disability Services Industry Award Level 3 (Salary Packaging is available)
Hours:	8 hours per week. Can be worked over 1 - 2 days per week.
Responsible to:	Chief Executive Officer (CEO)

This position description is not a comprehensive list of responsibilities or criteria. The employee will be aware that the position is to provide bookkeeping support to a growing non government organisation and that Centre sources of funding and income may change over the course of time.

Reporting & Organisational Context:

The Bookkeeper & Administration Support Officer (HCP) is responsible to the CEO and receives additional support from the Centre Bookkeeper and Home Care Package Co ordinator.

Position Objectives

The Bookkeeper & Administration Support Officer (HCP) plays an integral role to ensure that the HCP Consumer statements and reporting to the broader Centre's financial systems is undertaken in a timely and accurate manner.

To ensure that CCCC accounts are maintained to a standard that supports best financial practice and meets the legal and auditing requirements of external funding and regulatory bodies.

Knowledge, Skills and Experience

Essential Criteria:

- Relevant qualifications and experience in MYOB
- Demonstrated experience in payroll, fringe benefits and PAYG
- Ability to work independently and with minimal supervision
- Advanced computer skills, including Word & Excel
- Attention to detail and accuracy
- Ability to identify areas for systems improvements and make and implement recommendations
- Experience in aged care services, previous work experience in the Home Care Packages Program is highly desirable.
- Minimum two years' experience in a similar role

Desirable Criteria:

- Experience and/or qualifications in Accounting
- An understanding of how individual client budgets are monitored.

Principle Duties

Effective workplace relationships

- Maintain effective working relationships with Centre staff.

HCP Financial Statements and Consumer Budgets

- Process HCP time sheets and travel claims, enter hours of service worked and administration charges in consumer statements.
- Monitor Home Care Package consumer spending by ensuring that information is entered and processed in a timely fashion enabling the HCP Co ordinator, Manager Aged Services and CEO to make sound financial decisions.
- Reconcile monthly spending in direct care expenses and administration overheads against information on the Client Management system eTools and the Centre's MYOB accounts.
- Advise the CEO of outstanding fees owed by Government or clients, and follow up to seek a resolution.
- Manage HCP purchases and invoicing under instruction from the HCP Co Ordinator
- Respond to accounts enquiries from HCP clients and authorised representatives.

Centre Financial Services

- Process Centre payroll and supplier payments in the absence of the bookkeeper due to illness or annual leave. This will include developing a familiarity and understanding of the Organisational accounts including processing wages, fringe benefits and superannuation, payments to suppliers, issuing invoices, and payment of PAYG and BAS.

WH and S

- To contribute to a safe working environment for staff and volunteers

Reporting and Compliance

- Together with the CEO and Centre Bookkeeper prepare HCP financial information, including unspent fees, to assist with the preparation of monthly and quarterly profit/loss statements against budget for consideration of the Board of Directors.
- Participate in the annual audit process

Policies and Procedures

- Assist the CEO in the ongoing review of the financial management systems of the Home Care Packages Program.
- Ensure up to date written procedures of all book keeping and banking processes in the Home Care Packages Program are maintained.

Other

- Adhere to the Centre's Code of Behaviour and Policies and Procedures as contained within the Centre's Policy & Procedure manual.

Employee's Signature: _____ **Date:** _____

CEO's Signature: _____ **Date:** _____