

FINANCE OFFICER – ACCOUNTS PAYABLE

MATERNITY LEAVE CONTRACT



- Strong team environment
- Community values based Not for Profit organisation
- Not for Profit salary packaging benefits

WHO WE ARE & WHAT WE DO

St John Ambulance SA is a charity that has been supporting the wellbeing of South Australians for 140 years. We help tens of thousands of people across the state each year through the delivery of Event Health and Medical Services, first aid training and products, and social inclusion programs.

Within South Australia, St John engages some 1,200 volunteers to support the community in the provision of Event Health and Medical Services and Community Care services. St John Ambulance SA also employs over 200 paid staff, located across the state.

OUR OPPORTUNITY

We are looking for an experienced Finance Officer to join the team on a 9-month MAT leave contract. As the Finance Officer – Accounts Payable you will be accountable for a range of financial services including accounts payable, fixed assets register and expense management functions and will ensure all reconciliations are complete each month as well as provide effective support to internal and external customers. Duties involve, but aren't limited to:

- Managing the Payments functions end to end
- Maintaining the asset register
- The need to be accurate and up to date at all times, particularly in the areas of coding, data entry and
- Reconciliation of supplier statements
- Ensuring payments are made in accordance with schedules
- Performing ad hoc tasks as required

TO BE SUCCESSFUL

- Previous experience in end-to-end Accounts Payable function
- High volume data entry speed and accuracy
- Sound knowledge of MS Office
- Ability to work to tight timeframes with limited supervision
- Strong verbal and written communication skills
- Demonstrated ability to work both as part of a team and independently
- Proactive and strong attention to detail

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WHAT NOW?

Excited about this role? Then we invite you to apply via [Seek](#) with your updated resume and cover letter – a one page summary application outlining your competencies, past experience, and other relevant information that highlights suitability for the role. For a Job and Person Specification, please visit [St John Ambulance SA](#). Enquiries may be directed to accountant@stjohnsa.com.au

St John SA values diversity in the workplace and is an equal opportunity employer. Employment is dependent upon a Criminal History check that St John finds satisfactory, a valid and current Working with Children Check, COVID vaccination certificate and you must provide evidence of the right to work in Australia.

St John Ambulance Australia SA Ltd

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Job and Person Specification



Position Title:	Finance Officer – Accounts Payable
Department / Function:	Finance
Reports to:	Manager Finance
Agreement / Award	SCHADS Award
Classification – Grade:	Level 2.1

About St John Ambulance South Australia

St John SA's vision is to create a safe, supported, engaged and resilient South Australian community.

Our mission is to ensure the wellbeing of all South Australians is improved through St John SA's delivery of innovative, client centred, and evidence based health, community and educational products and services. All of our work is underpinned by a professional network of volunteers and staff.

Our work in local communities encompasses health services, social connection programs, youth programs, first aid training and product sales, and supporting people during times of disaster – including bushfires and floods.

St John SA acknowledges and pays respect to Australia's Aboriginal and Torres Strait Islander Peoples, the traditional custodians of the lands, waterways and skies across Australia.

OUR VALUES



Position Summary and Requirements

As the Finance Officer – Accounts Payable you will be accountable for a range of financial services including accounts payable, fixed assets register and expense management functions and will ensure all reconciliations are complete each month as well as provide effective support to internal and external customers.

Key Relationships

Number of Direct Reports:	<ul style="list-style-type: none">• Nil
Key Internal Relationships:	<ul style="list-style-type: none">• Financial Accountant• All staff including Executive and Volunteers
Key External Relationships:	<ul style="list-style-type: none">• Suppliers• New customers• Promaster representative

Key Responsibilities	Key Tasks
Accounts payable	<ul style="list-style-type: none">• Maintain the accounts payable function in accordance with policies, procedures and the month end timeline.• Ensure accurate and timely invoice processing, payments and accruals.• Ensure supplier reconciliations are completed on a monthly basis
Fixed Assets Register	<ul style="list-style-type: none">• Maintain the accuracy and integrity of the fixed assets register• Coordinate asset stock takes as per schedule
Expense management	<ul style="list-style-type: none">• Ensure that all Promaster transactions are coded and approved by the last day of each month• Follow up outstanding items within 14 days of the end of the month• Post files into the general ledger
Other Duties	<ul style="list-style-type: none">• Complete all assigned Balance Sheet reconciliations and ensure issues are cleared on a timely basis• Undertake credit reference checks and process new debtor account applications• Maintain delegation of Authorities Signatory register• Review, streamline and automate accounting systems, processes, tasks, workflows and reports to reduce manual effort• Undertake other ad hoc duties as required by the Finance Manager

Workplace Health and Safety	<ul style="list-style-type: none">• Maintain current First Aid Certificate, Manual Handling and Infection Control Training.• Follow safe and healthy work practices at all times, including reporting of hazards and incidents immediately, and referring WHS issues and requirements to managers.• Proactively address safety and child protection matters• Ensure work site is kept safe and tidy
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Knowledge, Experience and Capabilities

- Minimum 5 years' experience in a similar role/level is desirable
- Experience in MYOB Advanced or similar packages
- Sound technical accounting knowledge and a broad understanding of financial accounting principles and internal accounting procedures
- Working knowledge of the Microsoft Office range of applications
- Demonstrated understanding and ability to interpret legislative requirements
- Knowledge and proficiency in relation to financial management software
- Exposure to, or an understanding of, the dynamics and drivers of charitable organisations (desirable)

Personal Attributes

- Ability to make decisions within delegated authority parameters
- Ability to represent St John SA internally and externally
- Strong relationship building skills
- Highly motivated and enthusiastic, with excellent communication skills
- Excellent negotiating skills to enable effective implementation of plans across the organisation
- Ability to analyse and solve problems
- Ability to identify, discuss and resolve issues with all members
- Demonstrated ability to work within tight timeframes

Qualifications

- Tertiary qualifications in finance or business management is desirable
- CA or CPA accreditation is desirable
- Acquire (if not already held) maintained first aid certificate

Essential requirements

- Must be prepared to relocate within St John should the need arise

- It is a requirement you undertake and hold a National Police Certificate and a current, 'not prohibited' Working with Children Check both of which are acceptable to St John, prior to the commencement of employment. Continued employment is subject to the maintenance of satisfactory checks.