# Position Description

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| **Position** | Corporate Finance Officer  |
| **Classification** | AIDA L2.3-L3.3Salary: $58,283.00 – $68,773.00 |
| **Responsible to** | Accounting Manager |
| **Responsible for** | N/A |

## Australian Indigenous Doctors’ Association

The Australian Indigenous Doctors’ Association (AIDA) is the national body representing Aboriginal and Torres Strait Islander doctors and medical students, focused on equitable health and life outcomes for Aboriginal and Torres Strait Islander peoples. We do this by working towards reaching population parity of Indigenous medical students and doctors; and supporting a culturally safe healthcare system.

## Summary of Role

This position is responsible for providing finance and general administrative support for the corporate service team.

Key Duties:

1. Accounting Support:
	1. Processing Accounts Payable/ Accounts Receivable
		1. Processing Accounts Payable
		2. Processing Accounts Receivable
		3. Check and follow up on payments to outstanding creditors/ debtors
		4. Preparing and processing Travel Allowance
		5. Issuing invoices/credit notes
		6. Ordering online purchase
	2. Reconciliation
		1. Bank Account/ Credit card reconciliation – Daily
		2. Travel statement reconciliation – Monthly
		3. Other reconciliations as requested by Accounting Manager
	3. Accounting Data Entry
	4. Payroll Assistance
	5. End-of-Month Assistance
	6. Accounts inbox monitoring
	7. Other duties as required

## Qualifications:

* Degree in Accounting or similar qualification.
* Hands-on experience with accounting software (XERO/MYOB/QuickBooks).
* You must be legally able to work in Australia.

## Essential Skills and Knowledge:

* Demonstrate a sound understanding of current and historical issues affecting Aboriginal and/or Torres Strait Islander Peoples. Communicate sensitively and effectively with Aboriginal and Torres Strait Islander Peoples
* Demonstrated skills and experience in the use of accounting systems, Microsoft Office Suite, and the ability to learn further finance programs and systems as required.
* Ability to manage multiple tasks and adapt to changing work priorities to deliver quality outcomes within short timeframes and with minimal supervision.
* Communication and interpersonal skills and the ability to interact positively with a wide variety of stakeholders with good humour, sound judgement, tact, discretion, and confidentiality.
* Ability to use initiative and problem-solving to achieve results in accordance with practices and policies. High-level of attention to detail.

## What’s on Offer:

* Additional leave days are on offer during Christmas and New year.
* Additional leave days for Health and Well-being care.
* Salary Sacrifice fringe benefit up to $15,900.
* 15% superannuation.