

# Finance Officer

September 2022

<b>Reporting to:</b>	Senior Manager - Finance	
<b>Direct Reports:</b>	None	
<b>Status:</b>	Permanent	Full Time We support flexible working. Please talk to us about what you want.
<b>Salary range:</b>	Commensurate with experience	
<b>Location:</b>	Remote working supported, head office based in Pyrmont NSW	

ReachOut values diversity in our workforce. We encourage people from Aboriginal and Torres Strait Islander and culturally diverse backgrounds to apply.

## About ReachOut

ReachOut is the leading online mental health service supporting young people during tough times.

We help young people feel better about today and the future, no matter what challenge they're facing. ReachOut provides a safe online place where young people can openly express themselves, explore what's happening in their lives, connect with people who understand their situation, and find the resources to help them manage their challenges now and in the future. Anonymous, free and 100% online, ReachOut has been designed specifically for – and with – young people.

From one-to-one support from experienced peer workers, to online forums, as well as tips, stories and resources, ReachOut offers a wide range of support options that allow young people to engage in the ways they want to, when they want to.

## About the role

The role provides support to the Senior Manager - Finance by performing routine transactions e.g. monthly financial close, reporting, accounts payable and receivable, processing fortnightly staff payroll, monthly superannuation payments and Business Activity Statements (BAS).

## Your key responsibilities are:

- Banking
  - Monitor bank accounts daily, download bank statements weekly and provide to Fundraising team, enter transactions into the General Ledger (Microsoft Dynamics GP)
  - Monthly bank reconciliations
- Accounts Payable/Receivable

- o Enter transactions into the General Ledger (Microsoft Dynamics GP)
- o Pay suppliers and process staff reimbursements fortnightly
- o Generate sales invoices as required
- Balance Sheet reconciliations
- Prepare fortnightly staff payroll using HR3, transitioning to Employment Hero early 2023
- Pay superannuation contributions
- Process BAS/IAS
- Manage company credit card reconciliation
- Manage fixed asset register

**You will work closely with:**

Who	Purpose
1. Senior Manager - Finance	The Senior Manager - Finance provides ongoing leadership, management and support
2. Manager – People and Culture	Help manage payroll and personnel processing
3. Leadership Team and staff	Resolve queries on expenditure, accounts payable and payroll

**To be successful in the role, you need:**

- 3+ years relevant experience in a general finance role (AP/AR/Payroll)
- Advanced level of Excel capability
- “Can do” attitude
- Ability to work without direct supervision
- Well organised
- High attention to detail
- Problem solving and process improvement

**We also think it would be helpful to have:**

- NFP experience
- Microsoft Dynamics, HR3 and Employment Hero experience