

Finance Assistant

August 2019

Reporting to:	Senior Finance Manager	
Direct Reports:	None	
Status:	Permanent	Part Time: 3 days per week We support flexible working. Please talk to us about what you want.
Salary range:	Commensurate with experience	
Location:	Pymont	

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

About the organisation

ReachOut is Australia's leading online mental health organisation for young people and their parents. Our practical support, tools and tips help young people get through anything from everyday issues to tough times – and the information we offer parents makes it easier for them to help their teenagers, too.

We've been changing the way people access help since we launched the world's first online mental health service more than 20 years ago. Everything we create is based on the latest evidence and designed with experts, and young people or their parents. This is why our digital self-help tools are trusted, relevant and easy to use.

Available for free anytime and pretty much anywhere, 132,000 people in Australia access ReachOut every month. That's more than 1.58 million each year.

About the role

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

The key responsibilities are:

- Banking
 - Monitor bank accounts and enter transactions into the General Ledger (Microsoft Dynamics GP)
- Accounts Payable/Receivable
 - Enter transactions into the General Ledger (Microsoft Dynamics GP)
 - Pay supplier and process staff reimbursements fortnightly
 - Generate sales invoices as required



- Monthly income journals
 - Post monthly entries to reflect the income generated from grant funding
 - Update project budgets with actuals/forecast
 - Assist project managers with finance queries
- Balance Sheet reconciliations
- Assist Finance Manager with quarterly forecasts and reporting to Leadership Team, Audit, Finance and Risk Committee and Board
- Prepare fortnightly staff payroll
- Pay superannuation contributions
- Process BAS

The role works closely with:

With	Purpose
1. Senior Finance Manager	The Senior provides ongoing leadership, management and support
2. Finance Officer (1)	Work alongside with shared responsibilities for finance processes
3. HR Manager	Help manage payroll and personnel processing
4. Leadership Team and staff	Resolve queries on reporting and actual expenditure, accounts, payables, and payroll queries

To be successful in the role, the following experience is preferred:

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

It would be useful (but not essential) to have:

- NFP experience
- Microsoft Dynamics and HR3 experience