



South Australian Native Title Services

## Position Description

<b>Position Title:</b> Finance Officer	<b>Level:</b> NTS 3.1-3.3	<b>Division:</b> Finance	
<b>Reports To:</b> Accountant		<b>Direct Reports:</b> 0	
<b>Primary Objective:</b>			
<p>South Australian Native Title Services (SANTS) is a company limited by guarantee and established under s203FE(1) of the Native Title Act 1993 (Cth) to be the Native Title Representative Body (NTRB) in South Australia. SANTS works co-operatively with a range of other native title providers, corporate bodies, clients and employees to deliver the SANTS Strategic Plan.</p> <p>The Finance Officer is accountable for providing financial and accounting support to the Finance Team and wider SANTS Organisation.</p> <p>All positions within South Australian Native Title Services (SANTS) are dependent upon continued funding from the Australian Government and the South Australian State Government. Given the sensitivity of the work of SANTS we are obliged to undertake a background check of applicants. In applying for the position, approval is given for SANTS to undertake necessary investigations satisfying employment, financial and criminal records checks.</p> <p>Key Objectives include:</p> <ol style="list-style-type: none"> <li>I. Provide accounting support services to SANTS as directed and in consultation with the Accountant.</li> <li>II. Process accounts payable and other payments within the SANTS Organisation.</li> <li>III. Provide financial officer support to the SANTS Team as part of the Finance Team.</li> <li>IV. Ensure the confidentiality of SANTS Financial information at all times.</li> </ol>			

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Position Dimension and Decision Making Authority:	Key Communication Contacts:	
<p><b>Without referral to the Accountant:</b></p> <ul style="list-style-type: none"> <li>The provision of accounts payable</li> <li>Management of own workload</li> </ul> <p><b>After Consultation with the Accountant:</b></p> <ul style="list-style-type: none"> <li>Providing reporting information on financial systems, including travel allowance and accounts payable.</li> </ul> <p><b>Referred to Accountant:</b></p> <ul style="list-style-type: none"> <li>Capital expenditure</li> <li>Supplier management</li> </ul>	Contact/Organisation	Purpose/Frequency of Contact
	Accountant	Daily <ul style="list-style-type: none"> <li>Direction and achievement of all accountabilities and objectives.</li> <li>Accountable for all position deliverables</li> </ul>
	Senior Managers	As required <ul style="list-style-type: none"> <li>Provide financial support and assistance.</li> </ul>
	Staff	Daily <ul style="list-style-type: none"> <li>Participate as part of the SANTS Team.</li> </ul>
	Clients and External Bodies	As Required <ul style="list-style-type: none"> <li>To provide assistance or support.</li> </ul>

Key Accountabilities:		
Key Result Area	Duties may include but are not limited to;	Performance Measures:
<b>Accounting and Financial</b>	Process accounts payable and maintain and manage suppliers in a timely manner. Maintain accurate financial records, including budget lines within the SANTS's financial management system. Ensure the confidentiality of SANTS Financial information at all times. Work co-operatively with Finance team members to ensure financial accuracy for the SANTS Organisation. Communicate with creditors on matters pertaining to account establishment, credit facilities and account reconciliation. Supply copies of invoices for government or Companies as required. Regularly process EFT payments. Prepare spreadsheets and associated documentation for State Government financial reporting. Calculate and process travel allowance claims and reimbursements for all staff, Board members and claimants. Perform credit card and cab charge reconciliations as required.	Compliance with performance and reporting obligations. Sharing financial understanding of obligations across SANTS Team.

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	<p>Assist the Accountant or Senior Accountant as required.</p> <p>Maintain NTBC meeting financial codes data base/ spreadsheet and provide relevant budget codes for NTBC decisions.</p> <p>Utilisation of the SANTS records management system.</p>	
<b>Team Membership</b>	<p>Actively participate in and contribute to the realisation of a positive work environment.</p> <p>Participate in the Performance Management process at SANTS.</p> <p>Actively contribute to team's activities and outputs and take a shared responsibility for the achievement of team outcomes.</p> <p>Contribute to the Finance Team and maintain effective liaison with other sections within SANTS.</p> <p>Actively participate in SANTS internal forums, staff meetings and other relevant activities.</p> <p>Generate solutions through team commitment.</p> <p>Share expertise and actively participate in decision making, where appropriate.</p>	Participation in Performance Management system and development opportunities.
<b>Workplace, Health and Safety</b>	<p>Take reasonable care for own safety and others in the workplace.</p> <p>Participate in Risk Management and the identification and assessment of hazards and risks in work areas.</p> <p>Support Workplace Health and Safety initiatives, including compliance with WHS Policies and Procedures and systems.</p> <p>Report any unsafe situations, hazards or incidents to their direct supervisor</p>	<p>Knowledge of Workplace, Health and Safety.</p> <p>Annual training.</p> <p>Risk management compliance.</p>
<b>Equal Employment Opportunity</b>	<p>A commitment to the principles of equal opportunity, diversity and mutual respect for SANTS clients, employees and our business.</p>	Knowledge of EEO
<b>SANTS Specific</b>	<p>Some inter and intrastate travel may be required dependent on client needs.</p> <p>Due to the not for profit nature of our work, employees may be required at times to provide support to other parts of the SANTS business (within the context of their skills and capabilities) in order to provide the best service possible to our clients.</p> <p>An interest in indigenous cultures and working in partnership in the field of Native Title is an important element of all roles at SANTS.</p> <p>Any other duties as required within the context of skill set.</p>	N/A

Key Challenges	Qualifications and Experience	Core Competencies
<ul style="list-style-type: none"> <li>• Balancing competing priorities.</li> <li>• Constrained budgetary environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Studies towards a Certificate in Finance/Accounting or equivalent (preferable) or accounts payable experience of at least 12 months.</li> <li>• Experience in financial systems (Attache/Reckon/Wiise) or financial databases.</li> <li>• Understanding of financial guidelines and SANTS Policies and Procedures.</li> <li>• Proven organisational and time management skills with demonstrated ability to work autonomously, under pressure and within stringent timeframes.</li> <li>• Demonstrated highly developed communication skills, with the ability to communicate effectively and establish and maintain relationships with a broad range of people.</li> <li>• Demonstrated advanced administrative skills</li> <li>• Competent in the application of the Microsoft Office Suite.</li> <li>• Competent in the use of computerised accounting systems.</li> <li>• Highly developed customer service skills with proven experience in their application to internal and external customers.</li> <li>• Competent financial management skills.</li> <li>• Interest in and understanding of Indigenous Australian societies and cultures, and the issues affecting these cultures in Australian society.</li> <li>• Demonstrated knowledge of and commitment to the principles and practices of Equal Employment Opportunity and Workplace Health and Safety.</li> </ul>	<ul style="list-style-type: none"> <li>• Attention to detail.</li> <li>• Ability to work flexibly.</li> <li>• Team contributor.</li> <li>• Filing skills.</li> <li>• Organised and systematic in approach.</li> <li>• Confidential in handling financial information.</li> </ul>

<b>Acceptance:</b>		
<p>I understand and agree that this Position Description gives a general outline of the duties and that from time to time, it may be necessary for SANTS to amend the position requirements in response to the changing nature of the work environment (in accordance with SANTS Policies and Procedures and the SANTS Enterprise Agreement). I acknowledge that I have been given reasonable time to read and consider this Position Description and confirm that I understand and agree to perform the duties in this Position Description.</p>		
<p><b>Name:</b></p> <p>_____</p>	<p><b>Signature:</b></p> <p>_____</p>	<p><b>Date:</b></p> <p>_____</p>