

Position description

Title:	Senior Accounts Officer
Branch/Department:	Finance
Status:	Full Time – 75 hours a fortnight (negotiable)
Location:	Based Emerald
Reports to:	Finance Department Supervisor
Direct Reports:	Accounts Clerks (to be determined)
Hours/Days of Work:	Monday to Friday – outside these hours as required
Requirements	Current Employee Victorian Working with Children Check (WWCC) Resolved National Criminal History Check Completed Category 3 Health Assessment Medical

Job Purpose

The Senior Accounts Officer position is to provide ongoing financial administration oversight, expertise and practical assistance in supporting the Finance team with the daily transactional processing of accounts. This role will be working closely with the Finance Manager, the Finance Department Supervisor and a small Finance team.

Key Duties & Responsibilities

Processing Activity (approx. 40% of the role)

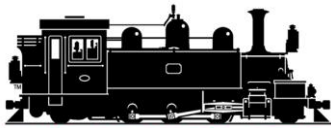
- Receipting of bank inflows
- Payroll processing
- Oversee the payable function and team.
- Organise and record key disbursements regarding commissions, project payments and billing.
- Resolving accounting discrepancies within areas of oversight
- Maintain cash controls, EFTPOS machines and floats. Create payment files for online banking and approval by senior management.
- Process transactions on behalf of the PBPS (a charitable organisation supported by the ETRB)
- Actively identify and implement ways to improve and the efficiency and accuracy of finance systems at PBR
- Assisting in month-end and year-end reconciliations and interfaces.
- Recording and monitoring capital expenditure

Reporting and Data Mining (approx. 40% of the role)

- Prepare reconciliation reports
- Analysing revenue and expenditure queries and reports
- Working with Managers and colleagues in providing current financial data to assist in prudent decision making
- Specialised duties in managing processing of capital expenditure requests
- Working closely with project teams such as Infrastructure development in the financial implications of projects

Compliance and General Duties (approx. 20% of the role)

- Ensure reconciliations are completed in a timely manner.



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- Assisting with the development of budget and accounting policies, procedures
- Liaising with auditors when required.
- Will provide support and cover when and where necessary for functions of other members of the Finance Department
- Provide support, direction, guidance and work with direct reports on learning and development plans
- Will actively participate in continuous improvement – learning and development programs and performance management programs
- Adhere to all company values, principles, policies and procedures
- Other tasks and duties as requested

Key Competencies

- Good knowledge in regulatory and accounting standards and procedures
- Exceptional numeracy skills with the ability to provide a narrative explaining the 'story of the numbers'
- Experience and exposure working with payroll software
- High level verbal and written communication skills
- Ability to work cooperatively and respectfully with others from various backgrounds and cultures
- Flexible and adaptable with ability to problem solve and multi-task
- Integrity, with an ability to handle confidential information
- Ability to work un-supervised and under pressure
- Ability to work as a team & to lead by example
- Strong organisational skills and time management skills with ability to prioritise and follow-through
- High standard computer skills including Microsoft suite (with advanced excel skills), finance and payroll systems e.g. Netsuite
- Focus on service excellence, exceeding internal and external customer expectations

Qualifications & Experience Required

- Qualifications and/or five years plus experience in book keeping, accountancy, finance or business management necessary
- Experience in tourism, government, social enterprise or not for profit sector desirable
- An understanding of Puffing Billy's history and current business looked upon favourably

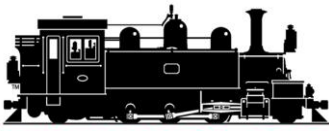
Key Relationships

- PBR staff, volunteers and visitors
- External stakeholders including elected officers and senior management in public and private organisations

Health & Safety

Employees have a responsibility to:

- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations.
- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- To report any injury, hazard or illness immediately, where practical to their supervisor.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.



PUFFING BILLY RAILWAY

The following health and safety factors are relevant to this position

Frequent (occurs 1/3-2/3 of time)	Constant (occurs 2/3+ of time)
<ul style="list-style-type: none"> Manual handling task (0 – 9kg) Gripping, holding, clasping with fingers/hands 	<ul style="list-style-type: none"> Hand/arm movement i.e. stacking, reaching, typing and sorting Walking on uneven surfaces Sitting at workstation Responsibility for the safety of others

Additional Notes

- As Puffing Billy Railway's peak time is during the Victorian school holiday period, annual leave during school holidays is limited
- Puffing Billy Railway is a child-safe organisation. All employees and volunteers are required to undergo a National Police Check, a Working with Children Check and abide by our Child Safe Policy and Child Safe Code of Conduct.

Acknowledgment

I declare that I have read and fully understand the content of this Position Description.

Employee

Signed: _____

Date: _____

Approved By:	S O'Brien	Date:	April 2019
Last Updated By:	M Jouvelet	Date:	April 2019