

## Position Description

Position Title	Finance Officer
Reports to	Management Accountant
Date Prepared	October 2024

### 1. About PHA

Plant Health Australia is the trusted coordinator of the Australian plant biosecurity system. We bring expertise, knowledge and stakeholders together to generate solutions that improve biosecurity outcomes to ensure the system is future-oriented and solutions-focused.

PHA also aspires to be an employer of choice with a strong employee value proposition.

### 2. About the Position

With general direction and supervision from the Management Accountant, the role has primary responsibility for the key financial processing functions of the company, as well as supporting new system implementation and assisting with other administrative functions.

The position is based in the PHA Office in Canberra and is available for an initial period of 12 months, with potential for extension. The role is available on a full-time or part-time (minimum of about 21 hours per week) basis.

### 3. Working and Reporting Relationships

- The position reports to the Management Accountant.
- Member of the Finance team.
- Good working relationships with all staff across PHA.

### 4. Key Responsibilities

Key responsibilities for the role include:

- accounts payable functions
- accounts receivable functions
- payroll
- supporting new system implementation
- assisting with administrative functions.

### 5. Decision Making Authority

Due to the requirement for separation of the entering of invoices/payroll information, and the authorisation of the same for payment, the position has no formal delegations.

Decisions expected	Recommendations expected
This position holds no delegations	N/A

## 6. Key Capabilities, Experience and Qualifications

Key capabilities necessary for the role, including behavioural competencies, relevant experience and qualifications.

<b>Experience / Knowledge / Attributes</b>	<b>Essential/Desirable</b>
Experience with Xero or similar accounting systems.	Essential
Demonstrated familiarity with all facets of accounts payable including data entry, general ledger and project coding, payments to suppliers and reconciliation of supplier statements.	Essential
Demonstrated familiarity with all facets of accounts receivable including preparing invoices, general ledger coding, allocation of receipts from customers and reconciliation of customer accounts.	Essential
Experience with payroll processing and administration.	Essential
Demonstrated ability to work autonomously and as a member of a team.	Essential
Sound oral communication, interpersonal, and relationship management skills.	Essential
General office administration experience and the willingness to complete any tasks that may occur in a small office environment.	Essential
<b>Qualifications</b>	
Accounting, book-keeping, or other relevant qualifications	Essential

**Work rights:** Candidates must have ongoing work rights in Australia, independent of any employment with PHA. PHA does not generally act as a sponsor for overseas employees. Where PHA is offering sponsored employment, this will be clearly specified in the job advertisement.