

# Position Description

## Accounts Officer

### Our Vision

Northern Inland Credit Union (NICU) is committed to helping its Members find smarter ways to manage their money. This shapes products and service delivery and drives the core strategic objective to achieve Main Financial Institution status with Members. By encouraging new Member growth, increasing the value of existing Members and exceeding Member expectations through personalised service and innovative technology, NICU is committed to being the premier local alternative to the big banks in north western NSW. NICU seeks team members who are committed to operating in a Member-centric environment. Member needs and changing behaviours are the core focus to continue building smart financial products and services of the future.

### Job Purpose

The Accounts Officer assists in the delivery of financial services by:

- Operating within policies and procedures, and under the supervision of the Company Accountant and Deputy CEO
- Maintaining an attention to detail and accuracy, and meeting deadlines
- Learning the tasks of the Company Accountant so as to provide support and relief assistance
- Ensuring processes and interactions are completed and followed up as applicable
- Participating in testing, training and product development as required to maintain a comprehensive knowledge of all Northern Inland products and services.

The Accounts Officer applies our 'Smart Values' in carrying out interactions with colleagues, and supports management endeavours, projects and decisions.

### Required Smart Values

The Accounts Officer delivers a superior level of service to colleagues, Members and stakeholders via: **\*Smart Solutions \*Motivation \*Achievement \*Relationships \*Team**. Refer to the Code of Conduct in the Employee Handbook.

### Responsibilities

The Accounts Officer performs tasks and service requirements, given authority within defined limits and established guidelines, under the supervision of the Company Accountant and Deputy CEO. The Accounts Officer:

- Processes standard documentation and data entry; drafts routine correspondence
- Prepares data for analysis
- Processes company payroll including the completion of regulatory returns
- Reconciles General Ledger clearing accounts
- Processes accounts payable and receivable
- Maintains the Asset Register
- Administers and maintains records
- Provides information, reports and assistance to other staff
- Efficiently manages own work schedule and tasks

Refer to the matrix of operational policies and procedures for specific functions, activities and tasks.

### Risk Management

Ensures controls are applied in accordance with Board policies, POLs and PROs, particularly with regard to material risks, as identified in the Risk Register within the Board-authorized Risk Management Strategy, for which the Finance department has a detection, monitoring, escalating or risk ownership aspect.

### Position Parameters

- Performs tasks and service requirements with due diligence within the guidelines as set by management
- Actively supports the managerial control and operations of Northern Inland
- Operates in accordance with policies, procedures and deadlines
- Undertakes required training
- Participates in projects and continual improvement processes
- Other responsibilities and duties within their skills, qualifications and experience

### Performance Review

Quarterly 1 on 1 conversations, Mid-Year and End-of-Year reviews against NICU's objectives and values, and the position objectives set by management.

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### Employment Conditions

<b>Appointed by</b>	Deputy CEO
<b>Reports to</b>	Company Accountant
<b>Hours of work</b>	Fulltime: M/W/Th/Fri 8.30am – 5.00pm, Tuesday 8.15am – 5.00pm.
<b>Location</b>	Administration Offices, with reasonable travel to other sites for work-related purposes from time to time.
<b>Remuneration</b>	Level 5, Banking Finance and Insurance Award (the Award) and superannuation guarantee.
<b>Leave</b>	In accordance with the Award. Fulltime: 4 NICU Personal Leave Days per calendar year, accruing one per quarter; not cumulative.

### Inherent and desirable criteria

<b>Essential</b>	<b>Fit &amp; proper:</b> clear APRA, ASIC and criminal history checks.
	<b>General:</b> Presence on site during business hours. Ability to carry up to 5kg over short distances using manual handling aids.
	<b>Qualifications &amp; Experience:</b> Prior work experience in an Accounts Officer or Finance Support role.
	<b>Skills:</b> Competent computer skills with accurate data entry, record keeping and reporting experience. Superior communication skills: pleasant telephone technique, clear speaking voice. Demonstrated ability to provide guidance to staff and Members.
	<b>Attributes:</b> Professional appearance. Attention to detail. Positive work ethic and demonstrated experience interacting with team members to achieve goals. Demonstrated commitment to completing training and assessment requirements and meeting deadlines. Positive and inclusive attitude towards teamwork.
<b>Desirable</b>	<b>Qualifications &amp; Experience:</b> Prior financial industry and administrative experience.

Effective: 29 April 2022.

I agree to comply with the provisions within this position description. I am of good fame and character. I am a fit and proper person to carry out my obligations in an honest and fair manner. I am not an undischarged bankrupt. I undertake to advise NICU of any matters which may lead to a conflict of interest arising from my continued appointment. I acknowledge my continued appointment is subject to fit and proper checks, verification of my qualifications, and independent reference checks.

Name: ..... Signature: ..... Date: .....