

Position Description

Position Title:	Finance Officer
Classification:	Stream C – Specialists, Band 1

Purpose of the Role

This role is responsible for maintaining accurate and timely financial records for Marathon Health, supporting the Finance Manager and broader Finance team as needed. The position also contributes to the continuous improvement of accounts payable processes and assists with implementing projects that enhance financial systems and workflows.

Key Relationships

This position reports to the Senior Accountant. You will work closely with the Finance team, management team as well as internal and external stakeholders.

Position Responsibilities

Responsibilities for this position include, but are not limited to:

Financial Processing

- Process and maintain accounts payable, general ledger, banking, and asset records accurately and efficiently.
- Handle supplier enquiries and reconcile supplier statements, including verification of monthly statements.
- Complete monthly reconciliations for assigned balance sheet accounts.
- Prepare general ledger account reconciliations.
- Process PAYG and journals.
- Maintain current and archived financial records.
- Assist other accounting functions (including payroll) as required.
- Reconcile corporate credit cards.
- Assist with end-of-financial-year processes.

Reporting and Monitoring

- Prepare accounts to reconciled trial balance within agreed timeframes.
- Assist with accounts payable, general ledger, banking, and asset reporting for month-end and year-end deadlines.
- Assist with the preparation and monitoring of funding budgets.

- Maintain systems to track clinical provider invoices and program costs, ensuring accuracy and data integrity.
- Support the preparation of documentation for internal and external audits.

Payroll Processing

- Process end-to-end payroll within agreed timeframes or as required.
- Assist with payroll checks and validation activities.
- Respond to payroll queries as needed.
- Process superannuation contribution payments when required.
- Review employee expense reimbursements.
- Undertake other payroll-related duties as required.

Purchasing

- Liaise with suppliers, manufacturers, internal departments, and customers.
- Identify potential suppliers, engage with existing suppliers, and maintain effective working relationships.
- Monitor programs and ensure adherence to subcontract requirements.
- Ensure invoices are processed through the correct channels.

Communication and Liaison

- Liaise with program staff, suppliers, and customers to resolve queries professionally and promptly.
- Work closely with the Finance team and Clinical Program Managers to support effective financial administration.
- Ensure strict compliance with organisational policies and procedures.

Other Duties

- Comply with the Work Health and Safety policies and procedures at all times.
- Undertake continuing professional development as required to ensure job skills remain current.
- Attend/participate in out-of-hours meetings and functions as required.
- Participate in staff activities and processes.
- Actively participate in annual performance planning and review activities.
- Other duties as directed from time to time.

Our Values

Staff are expected to demonstrate our **ICARE** values:

Integrity & Trust

Collaboration & Innovation

Achievement & Excellence

Respect & Empowerment
Empathy & Understanding

Special Job Requirements

1. Screening including criminal history, working with children check, qualifications, and professional registration may be undertaken prior to commencing employment.
2. Eligibility to work in Australia.
3. Valid Australian Driver's Licence.
4. It is a requirement for this position that you are fully vaccinated against COVID-19.

Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfil the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed _____

Date _____

Print Name _____

Selection Criteria

Essential

- Extensive experience with all elements of the accounting/ finance function; Payroll (250 employees and above), Accounts Payable, Accounts Receivable, General Ledger and Asset Register.
- Proficiency in accounting software (e.g MYOB)
 - Strong skills in Microsoft Excel and demonstrated competence with accounting /finance software packages.
 - Demonstrated high level of communication skills, both written and oral, including interpersonal, negotiation and consultation skills.
 - Ability to work cohesively within a high performing team.
 - Strong problem solving and organisational skills.

Desirable

- Experience in the health or not-for-profit sector