

Finance Assistant – Accounts Administration

VERSION DATE: Apr 2 025

POSITION SUMMARY: The Finance Assistant – Administration role looks after the financial administration tasks for the Regional Finance Coordinator and is part of the Finance Resource Team.

RESPONSIBILITIES:

- Work with, and as directed by, the Region 35 Finance Coordinator
- Work with membership coordinator and her resource team to keep the membership records in Xero up-to-date and consistent with the SANZ website records and SAI records.
- Draft sales invoices to members for annual levies at start of financial year for RFC to approve and send.
- Process supplier invoices for the Region 35 (excluding annual convention) and prepare payment batches for approval
- Do the daily bank reconciliation in Xero
- Assist with queries from members and external suppliers
- Complete other appropriate financial tasks as requested by the RFC
- No authority to approve payments
- The workload for this role is light and steady through the year, with a slight increase for annual invoicing in late Jan / early Feb.

POSITION EXPECTATIONS:

- Appropriate financial knowledge
- Strong organisational skills
- Effective verbal and written communication skills
- Ability to maintain confidentiality
- Problem-solving and decision-making skills
- Ability to manage deadlines
- Ability to work independently and as a member of a team
- Help to identify possible successors, train and provide assistance once appointed