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## Position Description

### Finance Management Support - Casual

**Created:** November 2023

**Reports to:** Manager of Business Operations (MBOF)

**Level of supervision:** Routine supervision with general direction

**Location:** Parkville

**Level:** 2.1

**Position Type:** Casual

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#### Position purpose

The purpose of this role is to assist the Finance team at GSA in various tasks aimed at ensuring the smooth financial operations of the organization.

#### Main Responsibilities:

- Assist in the Business Operations and Finance of GSA, including but not limited to invoicing payments and reimbursements.
- Record and reconcile transactions.
- Collaborate with the Finance team to ensure accurate and timely financial data entry.

#### Reception and Customer Support

- Provide a welcoming and informative service to internal and external stakeholders.
- Respond to basic financial enquiries from staff and other stakeholders.
- Assist in maintaining a tidy and organized reception area

#### Record Keeping

- Support in the organization and maintenance of financial records
- Assist in the preparation of financial reports and documents.

#### Account Management

- Assist in reviewing and processing expense reports from staff.
- Ensure compliance with GSA's financial policies and procedures.

#### Budget Support

- Assist in budget tracking and monitoring.
- Provide support in preparing budget reports for different departments.

#### GG Compliance

- Assist in GG compliance.
- Assist with GG funding support.

#### Ad Hoc tasks

- Assist in any other finance-related duties as required by the MBOF.

## Key Selection Criteria

### Financial Transaction Processing:

- Ability to efficiently process financial transactions including invoicing payments and reimbursements.
- Demonstrated skills in accurate and timely financial data entry.

### Customer Service and Communication:

- Strong interpersonal skills to provide a welcoming and informative service to internal and external stakeholders.
- Ability to respond effectively to basic financial enquiries from staff and other stakeholders.
- Experience in maintaining a tidy and organized reception area.

### Record Keeping and Reporting:

- Demonstrated ability to support the organization and maintenance of financial records.
- Experience in providing support in preparing budget reports for different departments.

### Governance

- Understanding of constitutional requirements applicable to clubs and societies
- Ability to assist the Finance team to ensure accurate and timely banking procedures.

### Ad Hoc Task Management

- Ability to assist the MBOF on various finance-related tasks.
- Flexibility and willingness to assist in any other finance-related duties as required by the MBOF.

## Desirable Criteria

- Proven adaptability to changing work priorities and environments, with a proactive approach to enhancing the efficiency and effectiveness of Financial Management.
- Demonstrated responsibility in addressing new challenges, proposing process improvements, and taking ownership of tasks to ensure the seamless functioning of finance operations in alignment with GSA's commitment to innovation and continuous improvement.
- Demonstrated track record of collaborative teamwork, fostering positive relationships with colleagues across diverse departments.
- Strong communication and interpersonal skills, contributing to a positive team culture that reflects GSA's values of teamwork, respect, and cooperation. This includes the ability to share knowledge, support colleagues, and collaboratively work towards achieving common goals.

## Finance Management KSC questions

To be considered for the position, please complete the questions below and send them in a separate Word document.

1. **Can you describe a time when you were responsible for processing financial transactions such as invoicing payments or reimbursements? How did you ensure accuracy and timeliness, and what tools or systems did you use?**
2. **Tell us about your experience in organizing and maintaining financial records. How have you supported budget reporting processes across multiple departments, and what strategies did you use to ensure accuracy and timeliness?**
3. **How have you ensured compliance with organizational policies or constitutional requirements in previous roles? Can you provide an example where you supported finance-related governance procedures, such as banking or auditing?"**

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*Please note:*

*This job description serves to illustrate the scope and potential responsibilities of the post. For a casual position, the candidate may still be undertaking studies in a relevant area. If requested by management or necessitated by the ongoing development of this role, and wherever reasonable, perform other tasks that are related to this specific position description only, i.e., that relate to a role of a Finance Management Support Role – Casual.*

**Acknowledgement**

I certify that I have read, understood, and accepted the duties, responsibilities, and obligations of this casual position.

SIGNED BY

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Employee

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Date

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Manager

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Date