

POSITION DESCRIPTION



South Australia has cracked something special.

Something so obvious it's taken years to perfect.
This is Australia's hidden gem, right when you need it. A dreamer's utopia, aged to perfection.

It's the world's biggest and longest experiment in how to live better, dig deeper, find some perspective.

Why chase endless growth, when you can just let things grow? This is a place built for the slow burn, not the burn out.

Where life can be a walk in the park.
Where old classics mix with the radical new.

A place of deep time, long stories, and ancient Country.

Where better beats bigger, living well instead of living large, honouring values over maximum value.

Whether your dream night is a full plate and a generous pour; a sold-out crowd hanging on every touch; or the next big thing hitting the high note — wherever you go in South Australia, you're met by locals inviting you to share the pleasure they take in what they do.

Here, it's not about taking over the world, it's about making paradise in our little patch of it.

South Australians share a joyful appreciation for what really counts; the simple things that make life meaningful.

And it turns out this way of seeing the world might just catch on if we let it.

Celebrate the **SIMPLE PLEASURES**

Position Description

Finance Coordinator

Purpose of the position

The Finance Coordinator is responsible for the provision of wide range of finance services, contributing to a thorough internal control environment. The position administers the SATC’s financial systems and oversees the maintenance and reconciliation of the banks accounts, general ledger and subsidiary ledgers. It is also responsible for implementing controls around the SATC’s international operations.

The Finance Coordinator is the primary point of contact for internal and external stakeholders, providing expert advice, training and transactional services.

Position Title	Reports To	Position Classification
Finance Coordinator	Finance Manager	ASO4 Non-Executive Contract
Group Unit	Location	Direct Reports
Corporate Services	Level 9, SA Water House 250 Victoria Square	Nil

Our Values



Go Boldly

We thrive on taking risks and enjoy stepping outside our comfort zone.



Dig Deeper

We never settle for simply scratching the surface.
We're hungry for knowledge, fresh ideas and innovations.



Can Do

We believe there's nothing we can't do as a team



Share the Love

We have passion for excellence and exceeding expectations.

Essential Criteria

QUALIFICATIONS

- Certificate level qualification in accounting, bookkeeping or related discipline

SKILLS, EXPERIENCE AND KNOWLEDGE

- Strong technical knowledge of systems-based accounting practices including accounts payable, accounts receivable and general ledger
- Ability to apply analytical skills to uncover and resolve reconciling items
- Experience providing a range of financial and administrative services to a diverse group of recipients
- Knowledge of GST and BAS reporting
- Experience in onboarding and maintaining access to financial systems including training of new users
- Strong interpersonal skills which facilitate interaction and cooperation
- Demonstrated ability to work under minimum supervision, being self-motivated and goal orientated
- Ability to cope with competing demands, prioritise work and meet deadlines
- Experience in the use of accounting software and Microsoft Excel

Desirable Criteria

QUALIFICATIONS

- Degree level qualifications in Commerce, Accounting or another business-related subject

SKILLS, EXPERIENCE AND KNOWLEDGE

- Experience in the administration of accounting systems, corporate credit cards and travel management systems
- Experience in providing accounting support and training
- Knowledge of international online transactional banking systems
- Knowledge of fringe benefits tax administration and reporting
- Experience of superannuation obligations with independent contractors
- Knowledge of banking merchant facilities
- Experience with financial systems used in SA Government (Oracle, Basware, EMS)
- A working knowledge of current SA Government policies, public sector administrative procedures and their impact on the provision of services

Competencies

TEAMWORK	The genuine intention and interpersonal skills to work cooperatively with others, within and across the organisation. It includes respecting others, valuing ideas and diversity, supporting the team environment, and subordinating own objectives to the objectives of the organisation or team.
PLANNING AND ORGANISING	Establishes plans and budgets for self and/or others to accomplish. Organises and schedules resources and activities. Establishes procedures to monitor the results of assignments or projects. Works systematically and structures own time effectively.
INITIATIVE	Takes action to achieve objectives beyond what is required. Self-starting, rather than accepting passively. Displays a sense of urgency and high energy/drive to get the job done. Anticipates problems and takes action.
COMMUNICATION	Speaks clearly and fluently in a compelling manner to both individuals and groups. Clear and concise written communication utilising the appropriate style and grammar for the reader.
CREATIVITY AND INNOVATION	Creates new and imaginative ideas to work-related issues. Identifies fresh and novel approaches and shows a willingness to question traditional assumptions.

Key Responsibilities

FINANCIAL SYSTEMS SUPPORT AND ADMINISTRATION

- Ensure appropriate access to SATC financial management systems and software is maintained at all times
- Ensure appropriate access to and authority to transact on SATC bank accounts is maintained at all times
- Provide periodic reports on systems and banking access for management review
- Provide advice and support to staff and management regarding finance functions
- Ensure all users have adequate support and training in use of finance systems
- Create and maintain clear documentation of system processes
- Support the maintenance of the financial management system (Masterpiece or Oracle), ensuring its integrity at all times
- Conduct end of month reconciliations of bank accounts and key control accounts
- Review the reconciliation of accounts payable and accounts receivable ledgers
- Ensure information is accurately recorded in the general ledger
- Prepare reconciliations of key balance sheet accounts for financial reporting

PERFORMANCE MEASURES

- Meet the KPIs specified on the Finance task lists
- No Audit findings relating to the integrity of financial systems including access and administration
- All new users provided with adequate training on finance systems and processes
- All reconciliations completed on time and all reconciling items investigated and resolved within one month

EXTERNAL LIASION AND REPORTING

- Provide primary point of contact for all general finance enquiries
- Review sample of GST transactions for tax compliance and complete monthly BAS reporting
- Assist with review of FBT transactions and the preparation of annual FBT return
- Assist with the calculation and payment of superannuation contributions to independent contractors
- Primary liaison with Shared Services SA, banking services providers, financial management system support providers and merchant services suppliers
- Organise and coordinate bank merchant facilities
- Ensure outsourced accounts payable and accounts receivable service providers comply with agreed service levels and procedures
- Liaise with internal and external auditors
- Provide travel booking support and advice, and administer international travel proactive disclosure requirements

PERFORMANCE MEASURES

- Meet the KPIs specified on the Finance task lists
- Respond to all enquiries within agreed timeframes
- BAS and FBT returns and other reports submitted accurately and on time

INTERNATIONAL OPERATIONS

- Coordinate the international accounts payable and accounts receivable process
- Monitor and enforce system integrity of authorisations of financial transactions
- Liaise with international banks to resolve issues and ensure timely payment of suppliers

PERFORMANCE MEASURES

- No Audit findings relating to the integrity of international transaction authorisations
- International suppliers paid within agreed timeframes
- International revenue is invoiced and receipted accordingly

CUSTOMER SERVICE AND FINANCE UNIT SUPPORT

- Contribute to the provision of a high level of customer service by the Finance unit to internal and external stakeholders
- Contribute to the general business goals of the Finance and Business Services group
- Monitor the corporate credit card system and follow up on outstanding reconciliations
- Complete year end accounting and audit related procedures
- Contribute to improving processes, efficiency and customer service
- Any other duties that relate to the overall support of the Finance Unit

PERFORMANCE MEASURES

- Meet the KPIs specified on the Finance task lists
- Meet the KPIs specified on the year end task lists

ORGANISATIONAL CONTRIBUTION / SAFETY AWARENESS

- Adhere to SATC policy and procedures on all matters relating to health and safety
- Ensure that SATC vehicles are maintained in accordance with SATC Motor Vehicle Policy, attend driver training, and drive according to the law and prevailing conditions
- Follow the principles of a sustainable working environment by following organisational greening initiatives

PERFORMANCE MEASURES

- 100% commitment to Work Health and Safety (WH&S)
- 100% attendance in relevant WH&S training

- Ensure knowledge and appropriate application of WH&S procedures and policies

Special Conditions

- The appointment will be subject to a 6-month probation period. Continuation of the contract is conditional upon the achievement of performance objectives and the allocation of sufficient funding.
- The incumbent will be required to undertake an annual performance agreement with their direct manager, using the SATC's Performance Development process.
- Take personal responsibility for understanding and complying with the South Australian Tourism Commission policies on WHS, equal employment opportunity and public administration.
- The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with the State Records Act 1997.
- It is the policy of the Commission that staff can be reassigned to other positions or roles consistent with their classification level to meet changing work demands and/or their personal development needs.
- The incumbent may be required to undertake a relevant national police check or employment screening check
- Class C Drivers Licence and willingness to drive
- Out of hours work, intrastate and interstate travel may be required.

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Executive Manager	Line Manager	Incumbent
Stephanie Rozokos Chief Operating Officer Corporate Services	Leanne Elsworth Finance Manager Corporate Services	Name: Finance Coordinator Corporate Services
Signed	Signed	Signed
Date	Date	Date

