

FINANCE OFFICER

PRIMARY ROLE AND PURPOSE

"People on the Gold Coast live happily in their home and community for the fullness of their life."

The role is responsible for a wide range of duties associated with the day to day financial, human resourcing, and other operational obligations. These duties will be performed maintaining confidentiality and with a high level of attention to detail and accuracy.

These duties will complement Liberty's approach that client services and support will offer choice and flexibility ensuring that individual needs and goals are met with a vision of health and wellness.

KEY SELECTION CRITERIA

Essential

- All requirements as outlined under Qualifications and Experience, and Conditions of Employment (verification required), and
- Demonstrated knowledge, skills and abilities as outlined in Key Accountabilities and Duties.

Desirable

- Experience working in the aged, disability or community care sector
- Knowledge of the client management system Alayacare
- Driver's license in the state of residency and an excellent driving record
- Reliable registered/comprehensively insured vehicle to be available for the occasional work purposes.

Personal Attributes & Qualities

- Strong work ethics and adaptability
- Solution Focused
- Attention to detail and accuracy
- Professional presentation
- Positive and professional attitude
- Client and community focus, and
- Works effectively in a team.

POSITION DESCRIPTION

Position title	Finance Officer	Created	May 2023
Classification	Liberty Community Connect EA 2017 Schedule B –Level 3.1	Last reviewed	October 2025
Tenure	Permanent Full Time	Location	Nerang Office
Reports to	Senior Finance Officer		
Authorised by	Janomie Pentreath, CEO		

QUALIFICATIONS AND EXPERIENCE

- Demonstrated relevant experience and/or certificates/qualifications in finance, human resources, or administration
- Proficient in use of Myob Accounting software
- Proficient in Microsoft Office Suite and Alayacare and/or the ability to quickly learn software programs that meet the needs of Liberty.

CONDITIONS OF EMPLOYMENT

- NDIS Worker Clearance (obtained prior to commencement in role at employee's own cost)
- Required number of Covid-19 Doses

HOURS OF EMPLOYMENT

- 38 scheduled hours per week, within the core hours of the organisation, which are currently Monday to Friday between the hours of 8:00am-5:00pm (flexible to meet the needs of Liberty and within the requirements of the Liberty Community Connect Enterprise Agreement - 2017).

KEY ACCOUNTABILITIES AND DUTIES

Duties / Skills

- Provide financial, human resourcing and operational support by performing a diverse range of duties under the direction of the Senior Finance Officer and/or CEO including:

FINANCIAL

- timely and accurate processing of fortnightly payroll, leave accruals and other entitlements in accordance with Liberty Community Connect Enterprise Agreement – 2017
- completion of associated payroll tasks, including superannuation, long service leave wage subsidies, and workers compensation
- client billing processes, including client contributions, NDIS invoices and home care package processes
- entering bank transactions, accounts payable and receivable tasks
- following up outstanding/failed payments
- arranging refunds due to clients/stakeholders
- assisting, preparing and/or lodging claims, reports and/or other data for services to funding bodies and other stakeholders
- Reconciliations and other end of month processes
- Assist with Annual General Meeting/Incorporation requirements, including preparation for financial audit
- Other reasonable duties to support the organisation's external Accountant.

HUMAN RESOURCING

- onboarding processes for new staff
- monitoring, calculating and implementing wage increases
- communicating with staff, volunteers and others to ensure qualifications and compliance items remain current
- maintaining knowledge of Liberty's Enterprise Agreement, or other relevant Awards.

OPERATIONAL

- Administration duties to support the day to day operation of the organisation, including correspondence, preparation of reports, and assisting with preparations for training and other events.
- Other reasonable duties as directed by the Senior Finance Officer and/or Chief Executive Officer.

Client Relations

- Utilise every opportunity to promote each client's highest level of involvement in daily activities
- Establish and maintain a professional relationship with clients

- Demonstrate a commitment to ensuring clients are an active participant, rather than a recipient of services
- Respect clients' and carers' rights to privacy, confidentiality and individuality and ensure these rights are followed in line with organisational requirements, and
- Be client focused and maintain a good understanding of the role and responsibilities in meeting the needs of clients and their carers in delivering services, support, opportunities and choice.

Communication

- Liaise effectively with clients, carers, volunteers, staff, management, and all contacts of Liberty
- High level of demonstrated communication skills – both written and oral, and
- Constructively manage and resolve conflict.

Organisational Requirements

- Report to and accept direction from the Senior Finance Officer and/or Chief Executive Officer
- Adhere to the Mission, Vision and Values of Liberty Community Connect and its policies, procedures, operational processes, Position Description, Code of Conduct/Confidentiality Agreement, Dress Code and Enterprise Agreement
- Demonstrated understanding of the purpose and standard of services delivered by Liberty
- Actively participate in the continuous quality improvement process
- Complete all forms, records and documentation in a timely and effective manner
- Report promptly to the Senior Finance Officer on any incidents, accidents, problems within the organisation
- As appropriate, promote the services of Liberty
- Attend and contribute to meetings and training as required
- Abide by
 - WH&S procedures and exercise appropriate duty of care to ensure a safe working environment is maintained
 - fire safety, evacuation, manual handling techniques and other emergency procedures
 - infection control, food safety, safe food handling and hygiene practices, and
- Other duties as directed by the Senior Finance Officer or Chief Executive Officer.

OUR WELLBEING EXPERIENCE

The Liberty Experience is our unique point of difference in the world and it forms the basis for the strategic direction for all future Liberty messages. Our brand essence centres on the six aspects that make up the Liberty Well-Being Experience. This is defined in the following statements.

- **CONNECTION** - Recognising that people need people. Wellbeing is enhanced through strong relationships. Connection is about being treated fairly, being involved in the community and belonging.
- **INDIVIDUALITY** - Recognising and celebrating our differences. It is about feeling good about yourself and what makes you unique and finding your place. Liberty is passionate about adjusting services based on the individual needs of our clients and ensuring that all people have found their place.
- **VIBRANCY** - The Liberty wellbeing experience is about “Lovin Life”. When we are enjoying life, we begin to engage completely in the present moment. It is about having energy and vitality, and getting the most out of your experiences.
- **ACCOMPLISHMENT** - Feeling a sense of accomplishment and being able to use your abilities. It is about the freedom to decide what you will do and how you will live your life.
- **PURPOSE** - Being involved in something bigger than ourselves. It is about looking at what you do and realising you are valuable and what you are doing is worthwhile. Liberty recognises the importance of being meaningfully involved in the community.
- **SATISFACTION** - The Liberty wellbeing experience is about freedom to explore possibilities that are important to you.

ACKNOWLEDGEMENT by EMPLOYEE / WITNESSED

I understand and accept the role, responsibilities and duties of the position:

Signed by Employee

Signed by Manager

Name :

Name :

Date