

## Position Description

<b>Position</b>	<b>Accounting Officer</b>
<b>Reporting to</b>	Senior Financial Accountant
<b>Division</b>	Finance & Business Services
<b>FTE</b>	Full time
<b>Location</b>	Blackburn

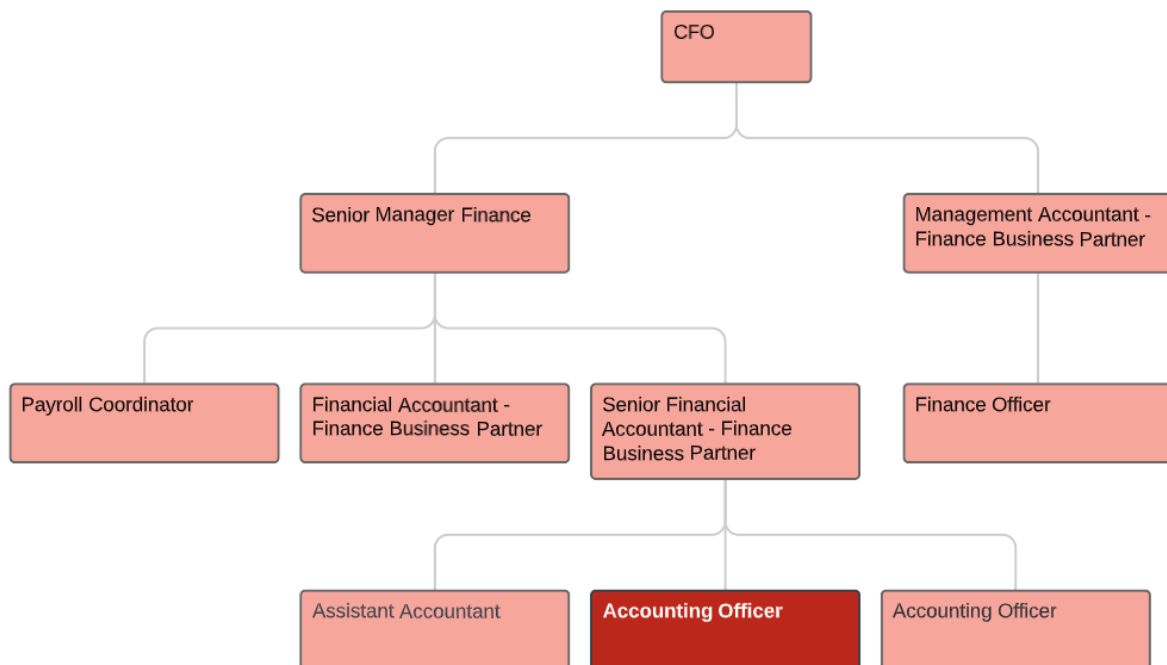
### Organisation

MS Plus, is the go-to provider of information, advice and support for people affected by multiple sclerosis and other neurological conditions. We're a combined entity of the ACT, NSW, Victoria, and Tasmania with over 60 years' insight into how to live well with progressive neurological conditions.

### Role Purpose

The Accounting Officer supports the Senior Financial Accountant and the wider Finance Team by helping with the processing of routine accounts payable and administrative tasks to ensure the delivery of accurate, timely and reliable financial information.

### Team structure



## Key Responsibilities

### Accounts Receivable

- Maintain the MS Plus Accounts Receivable function to ensure timely issue of invoices and follow up outstanding invoices.
- Issue invoices in a timely manner for all purposes, including accommodation fees, events income, MS Plus services and related party recharges.
- Provide system support to staff members on invoice approving via workflow.
- Ensure all invoices are accurately allocated and coded to the appropriate income accounts; and authorised by the approved officers in accordance with internal controls and GST regulation.
- Analyse and monitor debtors' reports to ensure days outstanding are within agreed credit terms.
- Resolve outstanding accounts issues with appropriate staff members and debtors.
- Ensure prompt banking of cheques and cash received and provide allocations of income/debtor's accounts accordingly

### Accounts payable

- Establish and maintain creditor information and maintain MS Plus's Creditor ledger.
- Validate invoices for accuracy and ensure proper matching of invoices with supporting documentation.
- Ensure all invoices and supporting documentation are attached in ERP system to facilitate retrieval and to allow for Manager approval.
- Process invoices in a timely and accurate manner in accordance with MS Plus's policies and procedures and ensure all invoices are accurately allocated and coded to appropriate cost accounts and authorised by the approved officers in accordance with internal controls.
- Prepare and process regular payment runs to ensure invoices are paid within suppliers' credit terms.
- Ensure remittance advices are distributed in a timely manner.
- Reconcile creditor statements on a timely basis, archive supporting documentation.
- Liaise with creditors and responsible staff members promptly to follow up on creditors' enquiries and to ensure good relationships are maintained.
- Liaise with Cost Centre Managers to ensure timely receipt of invoices (especially at month end) to ascertain accurate and reliable accrual of expenses.
- Reconcile and maintain Petty Cash and administer staff reimbursements on a regular basis; maintain accurate documentation in accordance with internal controls.
- Provide system support to staff members on invoice approving via workflow.
- Work with Plan Managers in MS Plan Management team to reconcile, audit and process plan managed participant payments.

### Other

- Maintain the general accounts email with Assistant Accountant and wider finance team
- Advise Accountants of any AP, AR matters or irregularities impacting on the effective financial management control of the organisation.
- Assist with filing and archiving all records, supporting files and reports as needed
- Contribute to drafting and improving financial policies and procedures
- Assist the Accounting team by providing back up as and when required for:
  - credit card system administration
  - bank reconciliation administration

<b>Approval authority:</b> Executive Manager, People Culture Quality	<b>Next review:</b> February 2024
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<b>Version:</b> 1	<b>Business Unit:</b> People Culture Quality

Key focus area	Success factors
<b>Strategic Leadership</b>	<ul style="list-style-type: none"> <li>Understand the role, aspiration, purpose and values of MS Plus</li> <li>Align with organisation approaches and values</li> <li>Understand the strategic direction under which MS Plus operates</li> </ul>
Key focus area	Success factors
<b>Operational Leadership</b>	<ul style="list-style-type: none"> <li>Ensure the integrity of financial management information systems used at MS Plus</li> <li>Ensure that MS Plus financial policies, transactions, procedures and practices are carried out in accordance with accounting standards and all laws and regulations</li> <li>Support team members, sharing knowledge and information</li> <li>Participates as an effective team member</li> </ul>
Key focus area	Success factors
<b>People Leadership/ Relationship Management</b>	<ul style="list-style-type: none"> <li>Contributes to positive relationships with relevant stakeholders</li> <li>Ensures effective communication with customers, confidentiality, diversity awareness</li> </ul>
Key focus area	Success factors
<b>Compliance and Professional Conduct</b>	<ul style="list-style-type: none"> <li>Ensure that organisational policies are adhered to</li> <li>Contribute to the application of financial related corporate policies and procedures</li> </ul>

#### Qualifications/Work Experience

Essential	<ul style="list-style-type: none"> <li>Some or all of a tertiary accounting/finance qualification</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>A completed tertiary accounting/finance qualification</li> </ul>

#### Key skills and competencies

Key Focus Area	Demonstrated competency
<b>Technical</b>	<ul style="list-style-type: none"> <li>You can easily deal with large volumes of data</li> <li>You are task-oriented and pay great attention to detail</li> <li>You demonstrate accuracy with figures</li> </ul>
<b>Excel skills</b>	<ul style="list-style-type: none"> <li>You have medium to advanced levels of skill for Microsoft Excel</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>You have great interpersonal skills and work well with other team members</li> <li>You interact well with internal and external stakeholders.</li> </ul>
<b>Relationship building</b>	<ul style="list-style-type: none"> <li>You have a proven ability to build rapport with a range of stakeholders from varied backgrounds</li> </ul>

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<b>Adaptable</b>	<ul style="list-style-type: none"> <li>You're flexible and approachable and able to adapt to a changing environment</li> </ul>
<b>Curious</b>	<ul style="list-style-type: none"> <li>You're curious by nature and ask questions effectively</li> </ul>

<b>Personal Attributes</b>	
<p>Your strong appreciation towards values-based work and life ensures</p> <ul style="list-style-type: none"> <li>Actively support MS Plus' purpose, values, and strategic vision</li> <li>Operate in line with MS Plus' policies, procedure, and practices</li> <li>Promote and work within MS Plus' service delivery principles</li> <li>Positively and constructively represent the organisation to external contacts at all opportunities</li> <li>Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times</li> <li>Help ensure the health, safety and welfare of self and co-workers</li> <li>Follow all reasonable directions given by the organisation</li> <li>Support and empower co-workers</li> <li>Support, promote and show sensitivity to diversity in the workplace</li> <li>Decisions are in alignment with MS Plus' strategic direction</li> </ul>	

<b>Employment Screening</b>			
<p>Appointments within MS Plus are subject to the satisfactory completion of a police check (All), a Working with Vulnerable People check (WWVP) ACT &amp; Tasmania, an NDIS National Worker Screening Check (NDISWC) and/or a Working with Children check (WWCC) where applicable to the role; plus character/performance reference checks. In some roles, work may not be attended if the required screening employment checks have not been completed/cleared. Appointees whose role requires an NDISWC and/or a WWCC must provide a successful/cleared check if they already have one or apply for one on appointment. Costs associated with these checks are the responsibility of the appointee. All appointments are subject to the disclosure of any relevant employment history of formal disciplinary action for improper or unprofessional conduct taken by current or previous employers or any other integrity body within or outside Australia.</p>			
<b>Required screening</b>			
<input checked="" type="checkbox"/>	Police Check	<input type="checkbox"/>	International Police Check
<input type="checkbox"/>	WWVP (ACT/TAS)	<input checked="" type="checkbox"/>	WWCC
<input checked="" type="checkbox"/>	Right to work in Australia	<input type="checkbox"/>	NDISWC
<input type="checkbox"/>	Relevant vaccination records	<input type="checkbox"/>	Other

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**Acknowledgment**

I accept this position description as detailed above and understand that it may be reviewed regularly and may need to be amended occasionally due to variations in responsibilities and organisational requirements.  
 I have been made aware how to access MS Plus policies and procedures for future reference.  
 I am aware that should I be in any doubt about the interpretation of a policy or procedure I should consult my immediate Manager or a People Culture Quality representative.

*Signed  
Employee*

*Date*

*Signed  
Manager*

*Date*

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