

Position Description - FBM Accounts Clerk

Position Title	Accounts Clerk		Department/Centre	Fusion Building and Maintenance (FBM)	
Type of Position	Full time		Position Hours	38 hrs per week	
Date Created	24.11.2020	Review Date	24.11.2021	Performance Review Date	24.05.2021
General Position Overview	<p>Fusion Building and Maintenance (FBM) is a social enterprise providing home modifications, home maintenance and occupational therapy assessment to government-subsidised and private customers. FBM is a specialist in providing disability access home modifications.</p> <p>This role will assist the Fusion Finance Team in achieving the following key objectives:</p> <p>Key objectives include:</p> <ul style="list-style-type: none"> Support the National Finance Manager and FBM Management Team by completing routine clerical and accounting tasks to enable timely and informative management and financial reporting Contribute to the financial information needs of the FBM Management Team 				

FUSION VISION MISSION AND VALUES

Fusion Mission
Engaging creatively with communities to bring life
Fusion Vision
Transformed communities where young people thrive.
Fusion Values
<p>Justice - the recognition of the boundaries that are an integral part of all aspects of life.</p> <p>Mercy - the capacity to see life from the perspective of another.</p> <p>Compassion - moving past our own self-absorption to love and care for others and the world around us.</p> <p>Respect - the recognition that every person has priceless value, and all have a gift that we are only able to receive when we see them as separate and unique individuals.</p> <p>Industry - Industry is the recognition that we all have a contribution to make to society, and we will only be fully alive as we are free to exercise our unique gifts productively.</p>

Fusion Conduct Expectations

Fusion Australia is a Youth and Community (movement) organisation of people motivated by Christian values and the belief that people matter. All Fusion workers must act consistently in accordance with Fusion code of conduct and comply with our policies and procedures. All workers must challenge practices observed that are inconsistent with the way Fusion goes about its work. All workers must use Fusion values as a basis for managing relationships and decision-making.

Certificates and Checks - Required for this Position – please indicate those that apply

Safe Organisation Course - at relevant level of training for role	<input checked="" type="checkbox"/>
Working with Children Check	<input checked="" type="checkbox"/>
National Police Check and Statutory Declarations	<input checked="" type="checkbox"/>

Key Objectives and Requirements for this role

In accordance with Fusion's performance monitoring, you and your supervisor will review your 'on the job performance' annually and at other set times during the period of the contract. These reviews will be completed in relation to your position description and the delivery of your KPI's (Key Performance Indicators).

The responsibilities, duties and KPI's for your role are defined below.

Key Relationships

Internal

I am accountable to:	National Finance Manager
I work closely with:	FBM Manager, FBM Funding and Quality Manager and others on the FBM Administration Team
Accountable to me:	Nil

Documents are controlled electronically, all hard copies are uncontrolled

Fusion Australia Privacy Statement: Please note that all personal information will only be used for the primary purpose for which it is collected or in the limited circumstances set out in the Privacy Act. Information will be stored securely and will not be disclosed to others outside Fusion unless legally required to do so. For more information go to <http://www.fusion.org.au/about-fusion/privacy-statement>.

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External:	Customers, suppliers, contractors, other key stakeholders
Committees/Groups:	FBM staff meeting, other workgroups as designated from time to time.

Key Challenges

Working with vulnerable customers in the context of client-centred service provision. Working within NDIS practice guidelines, rules, terms of business and protocols. Staying abreast of changing Fusion and FBM compliance policies and processes including Financial Management policies and procedures, Fusion reporting requirements and quality framework. Working within FBM's mission statement, which may require working in an environment where vulnerable young people are being mentored. Working in a busy environment and to internal and external deadlines. FBM recognises that this is a new role that will support the implementation of a recent accounting processes review outcomes.

Competencies, Qualifications, Education and Experience

Education, Work Experience and Skills

Essential Criteria:	Desirable Criteria:
Minimum 3+ years' experience in Accounts Payable/Accounts Receivable function	Experience working with Job and Client Management systems such as Verizon Connect.
Relevant qualification in accounting or bookkeeping	Experience working with a building company
Solid understanding of accounting principles	Working knowledge of aged care and disability service provision standards
Well-presented and reliable	Experience working with aged care and disability customers
Demonstrated ability to work independently and within a small team	
Excellent communication skills, both verbal and written.	
High attention to detail with excellent problem-solving skills	
Be skilled in word processing, spreadsheets, and accounting software	
Monitor all aspects of the financial systems to ensure policies, procedures and laws are adhered to	

Personal Qualities and Behavioural Traits

Essential Criteria:	Desirable Criteria:
High level of integrity and confidentiality	Ability to support change management
Highly self-motivated, organised and with a willingness to learn	Ability to set own schedules and deadlines and complete on time.
Ability to follow instructions	
Punctuality and good time management	
Understanding of and willingness to work within a framework of Christian values	
Wear appropriate workwear	

	Key Result Area	Duties - Key tasks requiring completion	Key Performance Indicator (KPIs)
1.			
2.	Personal and Professional Development	Complete all induction and attend all compulsory training sessions provided by Fusion. Actively seek performance feedback and other opportunities for personal and professional development. Attend professional courses where applicable.	Demonstrate experience and understanding of the need for continuation of both personal and professional development

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		Actively participate in individual and group supervision.	
3.	Teamwork and Communication	Attend staff and other meetings as requested by manager. Work positively within a team as well as having the ability to work independently. Practice good written, verbal and non-verbal communication skills. Undertake the duties of other staff during periods of leave. Demonstrate a willingness to effectively resolve conflict. Complete relevant documentation and recording of information on paperwork and computerised programs, including timesheets	Demonstrate the ability to participate as an active member of a team, consistent with Fusion, values, culture and policies.
4.	Safety, Quality, Continuous Improvement & Risk Management	Ensure your own safety and the safety of others in the workplace. Immediately report all customer complaints, injuries, incidents and unsafe or hazardous conditions, either in systems of work or facilities, using Fusion’s reporting systems. Actively cooperate with other staff members to manage risk and achieve improvements in service. Note: All government subsidised customers must be informed of their right to make a complaint to the relevant external party at the time of lodging their complaint.	Demonstrate commitment to ensuring the highest quality services are delivered through continuous improvement activities and appropriate risk management. Ensure Fusion’s Safe Organisation culture is maintained in all areas relevant to current role, including the reporting of suspected customer risk of harm. Ensure cooperation and compliance with Fusion’s WHS policies and procedures. Low level of complaints from all stakeholders achieved. Positive feedback from stakeholders achieved.

Notes:

I have read and understood the requirements of the position.

Name: _____ Sign: _____ Date: _____

Supervisor/
Manager: _____ Sign: _____ Date: _____