



## SOUTH AUSTRALIAN NATIONAL FOOTBALL LEAGUE INC

### POSITION DESCRIPTION

V1211

<b>Position Title</b>	<b>Finance Administrator</b>
<b>Reports To</b>	<b>Chief Financial Officer</b>
<b>Department</b>	<b>Finance</b>
<b>Effective Date</b>	<b>February 2012</b>



<b>Position Title</b>	<b>Finance Administrator</b>
<b>Status</b>	<b>Full Time</b>
<b>Level / Classification</b>	<b>Sporting Organisations Award 2010</b>
<b>Key Objectives</b>	Responsible for the timely processing and payment of creditors, invoicing and management of debtors and preparation of bank reconciliations.
<b>Direct Reports (if applicable)</b>	N/A
<b>Key Relationships</b>	Catering Department (Encore Group)

## **KEY RESPONSIBILITIES**

### **Creditors**

Timely processing of all creditors including:

- Ensuring invoices are valid tax invoices, and that they have been properly authorised
- Creating and updating creditor batches
- Determining which payments to release through management of the "payment schedule"
- Preparation of cheques and Electronic Funds Transfer (EFT) files
- Reconciling creditor statements with invoices received

### **Debtors**

Timely processing of all debtors including:

- Creation of invoices and monthly statements
- Maintenance of the monthly invoicing schedule
- Checking of daily banking and reconciling cheques received against outstanding invoices
- Preparation of debtor reconciliations as and when needed
- Preparation of manual cheques
- Weekly preparation of the long outstanding debtors report
- Follow up of unpaid and overdue invoices / statements

### **Bank Reconciliations**

- Regular and accurate preparation of the bank reconciliations

### **Petty Cash**

- Maintenance of the petty cash float

### **Other**

- Monthly recording of vehicle odometer readings
- Any other duties as directed by the Chief Financial Officer

### **OHS**

To accept responsibility for OHS in the workplace, in line with the responsibilities of employees and engage in, support and promote the SANFL's OHS vision, goals and objectives.

## **PERSONAL SPECIFICATIONS/CRITERIA**

- Attention to detail
- Good problem solving skills
- Communicate effectively, including pleasant phone manner
- Efficient time management
- Ability to prioritise
- Ability to multitask
- Demonstrated ability to work autonomously
- Assertive
- Team player