



Position Description

Position Summary

Position Title:	Finance Officer
Business Unit:	Finance
Reports To:	Financial Accountant
Leadership Provided to:	N/A
Date Created:	2 nd March 2009
Review Date:	November 2009

Organisational Overview:

Adam Internet delivers premier Internet services. Privately owned and locally operated, we have kept South Australians at the forefront of Internet connectivity for nearly 20 years. Adam Internet has achieved year on year growth by providing the best solutions at the best price for our residential, government and business customers.

At Adam Internet we believe the benefits of the Internet should be available to all South Australians, enhancing opportunities for entertainment, education, employment and business success.

Our vision is:

To be recognised as the leading Internet Service Provider of choice in South Australia - supplying the fastest, most dependable range of Internet, Voice and Video services at the best possible price.

Our goal is to provide services to our customers built on:

- Speed
- Reliability and
- Value for Money

Adam Internet has adopted the following values that drive our behaviour as an organisation:

- Customer Service focus
- Innovative, determined approach to problem solving
- Willingness to take responsibility for own actions
- Commercial in thinking
- Team player at heart

Adam Internet Employment Contract

The terms and conditions governing an employee's entitlement are those prescribed by the Workplace Relations Act 1996 as amended. Your employment contract will document terms and conditions that are specific to your Job Role. The Adam Internet Policies and Guidelines provide additional information and guidance regarding your employment conditions at Adam Internet

Position Purpose:

The position exists to support Finance team outcomes through responsibility for various functions including payroll preparation, Accounts Payable to General Ledger, banking, and general reconciliations.

Primary Outcomes and Accountabilities

Key Result Areas Critical Tasks /Performance Measures

Payroll	<ul style="list-style-type: none"> • Preparation of data for submission to payroll outsource provider • Maintain staff payroll - including records • Maintain payroll tax records • PAYG Tax is collected and reported • Work Cover levy is calculated and reported
Accounts Payable	<ul style="list-style-type: none"> • Processing of all invoices for payment in accordance with company policy and Delegation of Authority • Payment of creditors in accordance with agreed terms • Processing of credit card and expense reimbursement to G/L system in accordance with company policy and Delegation of Authority.
Financial Recording	<ul style="list-style-type: none"> • Fill out Banking Sheet • Bank all monies (including Petty Cash banking) • Enter incoming receipts into G/L
Reconciliations	<ul style="list-style-type: none"> • Reconcile allocated G/L accounts

Individual Competency Profile

Knowledge, Skills and Experience and Qualifications

Essential:	Desirable:
<ul style="list-style-type: none"> • Demonstrated ability to meet core competencies of the position – payroll and accounts payable processing • Knowledge of and experience in financial accounting packages 	<ul style="list-style-type: none"> • Further education accounting studies would be an advantage

Required Behaviours

Adam Internet's Core Values	Key Behaviours
Customer Service focus	<ul style="list-style-type: none"> • Quickly establishes customers' needs • Provides workable solutions • Speaks with customers at their level of understanding • Treats all customers respectfully • Remains composed in difficult situations • Keeps commitments with customers
Innovative, determined approach to problem solving	<ul style="list-style-type: none"> • Gathers relevant information. • Analyses information necessary to resolve problem • Shows commitment to solving the problem • Looks beyond the obvious and doesn't stop at the first potential solution • Establishes requirements for follow-up actions & sets time frames. • Maintains communication with customers. • Escalates problems to the appropriate resolution team if required
Willingness to take responsibility for own actions	<ul style="list-style-type: none"> • Accepts responsibility for his/her own work. • Accepts responsibility for work of his/her subordinates (if in a leadership role) • Doesn't blame others when things go wrong. • Confident to make decisions within his/her area of responsibility without referring to his/her boss • Approaches tasks with energy and drive, and a desire to finish.
Commercial in thinking	<ul style="list-style-type: none"> • Knows how business works. • Knows the competition. • Shows financial awareness. • Has an understanding of the industry in which we operate. • Has an understanding of the company's business.
Team player at heart	<ul style="list-style-type: none"> • Builds proactive and collaborative working relationships with all staff • Encourages other staff to participate and share their knowledge and expertise • Effectively utilises other staff's skills and knowledge, and proactively offers own expertise to staff • Sees the organisation's goals as important • Supports other team members in their work – helps share the load • Shows respect for all staff, their individual circumstances and personal values

Specific Job Competencies <i>In addition to Adam Internet Core Values</i>	Key Behaviours
Managing Client Relationships	<ul style="list-style-type: none"> • Develop and maintain rapport with key clients • Ability to deal with potentially sensitive situations with tact and diplomacy • Uses appropriate level of assertiveness to ensure outcomes are achieved and the relationship is maintained
Achieves Outcomes	<ul style="list-style-type: none"> • Recognises obstacles and deals with resistance • Shows persistence to achieve desired outcomes
Ethics and Integrity	<ul style="list-style-type: none"> • Maintains client confidentiality • Maintains confidentiality of company specific sensitive data
Self Management	<ul style="list-style-type: none"> • Has a clear perspective on current priorities • Manages time effectively to meet deadlines • Maintains work life balance at practical levels • Manages own stress levels in an appropriate manner
Communication Skills	<ul style="list-style-type: none"> • Effective written and verbal communication skills • Ability to communicate effectively with people at all levels • Ability to effectively communicate with customers, corporates and internally

Special Conditions

<ul style="list-style-type: none"> • Flexible approach to work • Flexible working hours – dependent on business needs

Acknowledgements

Name of Line Manager	Craig Tasborski	Signature	Date
Employee Name		Signature	Date