



Position Title:	Finance Assistant (0.6 FTE)
Work Area:	Corporate Services
Reports to:	General Manager, Corporate Services
Position Location:	155 Railway Terrace, Mile End, SA 5031. This role may require interstate and intrastate travel from time to time and out of normal business hours work will be required.
Direct Reports:	N/A
Modified:	November 2021

About Netball SA:	<p>Netball SA is the peak State Sporting Organisation for netball in South Australia and is affiliated with Netball Australia. Netball is the leading women's participation sport in Australia.</p> <p>Netball SA is responsible for the governance, development, promotion, and administration of netball throughout South Australia and has the responsibility for servicing its 35,000 members, the operations of Netball SA Stadium and the running of its elite team, the Adelaide Thunderbirds.</p> <p>As a professional sporting organisation with extensive community reach, Netball SA is committed to enhancing the reputation of the sport and communicating news of significance to members, fans, supporters, and the general public.</p> <p>Netball SA's strategic plan includes the following Strategic Priorities which drive the business:</p> <ul style="list-style-type: none"> • Thriving People • Grow our game • Strong voice • National success • Government investment <p>Further information on Netball SA: https://sa.netball.com.au/</p> <div style="text-align: center;"> <p>NETBALL SA VALUES</p> </div>
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Primary Purpose of Position

The Finance Assistant is responsible for assisting the Finance Coordinator in a range of finance related functions which include processing accounts payable and receivable, bank reconciliations and assisting with the financial reporting. The position will also support the Finance Coordinator with regard to the payroll function including ensuring all statutory obligations are complied with, confidential payroll records are maintained and superannuation, PAYG, Workcover are accurate and up to date. Additionally, the position will assist with responding to account queries, and providing administrative and organisational support to uphold and maintain customer service standards.

Key Result Areas	Accountabilities and Responsibilities
Finance	<ul style="list-style-type: none"> • Provide assistance and support to the Finance Coordinator and General Manager - Corporate Services as required in an accurate and timely manner, ensuring all processes and guidelines are complied with as required by external Accountants and Auditors. • With limited direction, assist with: <ul style="list-style-type: none"> ○ Processing payments on all accounts receivable and payable for Netball SA. ○ Preparation of Netball SA invoices and statements. ○ Follow up and attend to outstanding debtor accounts to limit days outstanding for debtors. ○ Preparation of monthly Profit and Loss statements. ○ Preparation of end of month reports, including Bank Reconciliation's, electronic payments and all other relevant reporting and reconciliation functions. ○ Manage cash ordering, counting and preparation of banking paperwork for Netball SA Stadium and Netball SA. ○ Prepare Payroll for Netball SA including, maintaining employee records, processing leave forms and employee entitlements. ○ Preparation of monthly reconciliations and payment of Superannuation, Work Cover, PAYG withholding and Payroll Tax.
Customer Centric	<ul style="list-style-type: none"> • Ensure exceptional customer service for all Netball SA customers.
Strategic and Financial Management	<ul style="list-style-type: none"> • Comply with NSA Financial Policies and Procedures. • Provide accurate and timely reporting within deadlines. • Ensure that all agreed strategies and key performance Indicators and key behavioral indicators are achieved.
Other duties	<ul style="list-style-type: none"> • Any other duties within the employees capabilities and which is reasonable to expect the employee to undertake as directed by management from time to time.
Work Health and Safety	<p>Your duties are to:</p> <ul style="list-style-type: none"> • Comply with all Netball SA policies, procedures, and relevant legislation. • Comply with all reasonable instructions from managers in relation to health and safety. • Take reasonable care of your own health and safety. • Ensure your actions or omissions do not adversely affect the health and safety of other persons. • Report any hazards, near misses and incidents to your manager and complete the required formal report mechanism. • Complete relevant health and safety training, as required. • Comply with the Netball SA policies and procedures which set out governance standards and manage risks for our organisation. You are responsible for being aware of and complying with the policies and procedures.

Qualifications, Skills & Experience Required:

- Previous experience in a similar role or similar organisation
- Qualifications in bookkeeping or accounting
- Experience with Xero Accounting software or similar is essential
- Experience processing Payroll is essential
- Strong computer skills including Microsoft Office
- Outstanding communication skills
- Strong attention to detail and organisational skills
- Working with Children Check
- Drivers Licence

Acknowledgement

I ACKNOWLEDGE that I have read and understand the responsibilities and expectations as set out above.

Signed by Employee:

Name of Employee:.....

Date:.....

Signed by Department Manager:

Date:.....