

At AITSL, we believe every Australian child deserves a quality education. This relies on quality teaching and effective school leadership. We drive effective and inspiring teaching and school leadership, to improve student learning in the classroom.

Position Description

Position title:	Finance Officer
Work location:	Melbourne office, with work from home
Remuneration:	
Employment status:	Maximum-term to 30 June 2027
Reports to:	Senior Finance Officer

About this role

The Finance Officer is a pivotal member of the Finance team and is responsible for supporting daily finance, payroll and procurement operations. The Finance Officer provides support in maintaining the general ledger system, assisting with the preparation of monthly/quarterly/annual financial statements, assisting with the preparation of annual project budgets/forecasts across the business, assisting with regulatory reporting as applicable, reviewing fortnightly payroll calculations, and hoc procurement support to the Senior Procurement Officer and performing related duties.

About you

This role will appeal to a qualified accountant who either holds or is working towards a CA/CPA qualification. Has the ability to apply accounting processes effectively and is looking to work in a dynamic hands-on environment. You will be a quick and pro-active learner who can work with minimal supervision once trained. Interpersonally you are proactive, solution focused, engaging, confident, can easily build strong professional relationships across an organisation and are willing to learn.

You will possess outstanding service delivery skills with attention to detail, ability to work collaboratively in a small cohesive team. You understand financial business processes, general payroll and have some experience with finance platforms such as MYOB Advanced and Pro Spend, training will be provided.

What you will be doing

1. Work under the supervision of the Senior Finance Officer in the day-to-day operational finance processes including reconciliations of accounts receivable, accounts payable, and other balance sheet accounts and month end close processes.

2. Support the Senior Finance Officer with Finance process related queries and advice, ensuring all internal and external queries are managed in a timely and sensitive manner.
3. Support the Senior Finance Officer manage the Accounts mailbox ensuring that invoices are sent to the correct person/ BSO for actioning.
4. Support the Senior Finance Officer with external auditor queries for the AITSL financial year end external audit processes.
5. Assist Senior Finance officer with all Accounts payable and receivable related tasks.
6. Overseeing the Asset Register and depreciation schedules.
7. Support the Senior Finance Officer with oversight and management of payroll processing, operated, working with People & Culture team to ensure accurate and timely processing of payroll to employees.
8. Assist the Senior Finance Officer in preparation of the annual Budget and quarterly forecasting in collaboration with business units.
9. Support management accounting processes related to project quarterly forecasting, including variance reporting against actual and forecast.
10. Undertake completion of monthly close pack to CFO to enable generation of monthly reports through Velixo.
11. Assist Senior Finance Officer with ad hoc support as required.
12. Assist the Senior Finance Officer to prepare the annual Portfolio Budget Statement (PBS) and to ensure that the monthly actual financial statements are entered correctly into the Central Budget Management System (CBMS) by the due date.
13. Provide ad hoc support as required to Senior Procurement Officer

Key Selection Criteria

- Experience in a generalist Finance position with understanding, and ideally experience in, basic payroll processing, month end process, accounts receivable and accounts payable.
- Evidence of high-level organisation and time management skills with proven ability to prioritise tasks to meet competing (and sometimes changing or very tight) deadlines with a high degree of accuracy and attention to detail.
- Ability to undertake month end and year end close functions with minimal supervision.
- Ability to build trust and rapport with stakeholders and provide a high level of support.
- Excellent oral and written communication skills.
- Evidence of ability to be proactive and exercise judgement and provide advice within policy and procedural guidelines and keep up with and apply changing statutory requirements or rules or accounting standards.
- Ability to operate in a small or multi discipline accounting function (e.g. tax, management accounting, financial accounting, payroll, reporting, audit etc).
- Proficiency in a wide range of software applications such as Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Experience in accounting software like MYOB is preferable.
- Tertiary qualifications in Finance or related discipline are required. CPA/CA qualified or currently undertaking program to achieve qualification is desirable.

About AITSL

AITSL is a Commonwealth company and not-for-profit based in Melbourne. We are funded by the Australian Government. The Australian Government is the sole member of the company, represented by the Minister for Education.

As a national body, AITSL was established to promote excellence in the profession of teaching and school leadership. We work with the education community to improve student learning in 3 main areas of focus:

- **Initial teacher education:** We provide support, resources and tools to help ensure that every pre-service teacher is classroom ready upon graduation.
- **Quality teaching:** We help teachers be the best they can be, and provide tools and resources to maximise their impact on student learning.
- **Leadership:** We help school leaders become highly-effective by giving them the tools, resources, policies and practices needed to succeed in their important role.

We are governed by a constitution and an independent Board of Directors who bring diverse professional experiences and expertise in educational practice, and research to the work of the company. Visit: www.aitsl.edu.au for more information about AITSL.



Up for the challenge



Embrace change



Working together



Being respectful

AITSL is an equal opportunity employer and is committed to building a culturally diverse organisation. We strongly welcome and encourage interest from Aboriginal and Torres Strait Islander peoples and people from culturally diverse backgrounds. We also strongly welcome and encourage people with disabilities to apply for roles with AITSL.