

# POSITION DESCRIPTION



COMMUNITY HOUSING LTD  
GROUP OF COMPANIES

## ACCOUNTS OFFICER

Location: CHL Office Blackburn

Reports to: Accounts Payable Team Leaders

Supervises: Nil

CHL Capability Band: #1

<b>Primary Purpose:</b>	Work within the Accounts team to ensure effective operation of essential accounting services.
<b>Context:</b>	This is an important role contributing to CHL's vision of a world without housing poverty and supporting CHL's values, vision and goals. Staff in this role are expected to assume a positive and balanced approach to work. This includes actively working towards a healthy and respectful environment free from harassment and discrimination.
<b>Work Health &amp; Safety</b>	Ensure all tasks and activities associated to the role's operations comply with WHS legislation, relevant State jurisdiction and CHL health and safety policies, procedures and directions
<b>Responsibilities:</b>	Undertake accounts payable activities in accordance with compliance, auditor and accounting standards: <ol style="list-style-type: none"> <li>1. Processing invoices</li> <li>2. Data entry, importing, and reconciliations</li> <li>3. Processing rent refunds and bond payments</li> <li>4. Liaising with internal stakeholders regarding reimbursements and credit cards</li> <li>5. Liaising with external stakeholders</li> <li>6. Additional appropriate support to wider team and organisation</li> </ol>
<b>Technical Skills, Experience &amp; Qualifications:</b>	<ul style="list-style-type: none"> <li>• Minimum 2 years' experience in similar role including exposure to high volume invoicing</li> <li>• Strong attention to detail and accuracy in data entry</li> <li>• Intermediate level Microsoft Office</li> <li>• Knowledge of financial/accounting systems</li> <li>• Commitment to the right of every person to good quality housing</li> <li>• Satisfactory Police Check</li> </ul>
<b>Key Capabilities:</b>	<p><b>Solves Problems</b> – Resolves problems where the solutions are clear-cut and seeks guidance if solution is not obtained.</p> <p><b>Resilience</b> – Achieves work objectives, even in difficult circumstances whilst remaining positive and calm.</p> <p><b>Continuous Improvement</b> – Look for and take advantage of opportunities to learn new skills in order to achieve work goals. Is adaptable in approach and willing to be flexible to accommodate the changing needs of the team and the environment.</p> <p><b>Self-Awareness</b> – Seeks feedback from others, understands areas of strengths and weaknesses. Understands impact of self on others</p> <p><b>Teamwork</b> – Openly shares information, participates and contributes to team discussions and goals.</p> <p><b>Nurtures Relationships</b> – Builds and sustains positive relationships. Responds under direction to changes in client needs and expectations.</p> <p><b>Financial Management</b> – Understands basic financial terminology and is aware of financial delegation principles and processes.</p> <p><b>Probity</b> – Adopts a principled approach, adhering to CHL's policies and procedures.</p>