

# POSITION DESCRIPTION



<b>POSITION TITLE</b>	Finance Coordinator
<b>REPORTING TO</b>	Accountant – Accounts Payable, Payroll and Banking
<b>DEPARTMENT</b>	Finance
<b>CLASSIFICATION</b>	Common Law

## THE ROLE

The Finance Coordinator will support core transactional functions within the finance team and be responsible for managing day-to-day accounts payable and procure-to-pay processes, including the processing of rent receipts. The role will ensure accurate data entry in the accounting and CRM systems and will collaborate with internal teams to support timely payments, reporting, and reconciliations.

## KEY RESPONSIBILITIES

### Duties:

- Accurately code and process supplier invoices.
- Support the end-to-end procure to pay cycle, including invoice matching, job order validation, and exception resolution
- Maintain data integrity across finance and CRM systems by ensuring appropriate documentation and authorisations are obtained
- Provide timely and effective communication with internal stakeholders to resolve payment queries
- Maintain tenant records by applying rent received to the tenant ledgers. This includes but not limited to manage bank reconciliations.
- Provide input to the cashflow reporting to assist the finance team with managing cash flow requirements
- Assist the finance team with month-end tasks
- Be available to provide assistance to the finance team in other areas of the finance functions.

## QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Demonstrated experience in either accounts payable or procure-to-pay functions
- Tertiary qualifications in accounting will be highly regarded
- Advanced MS Excel skills and experience with accounting CRM systems such as NetSuite or MS Dynamics (preferred)
- Ability to produce high volume of work with a high level of accuracy
- Excellent communication & customer services skills
- Demonstrated passion for Women's Rights, social change and contributing to an organisation that advocates for equality through influencing and pushing boundaries
- Valid (or ability to attain) state-based working with children or working with vulnerable people check
- Experience working within a Not-for-Profit environment will be highly regarded

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Current at June 2025

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