

**Mercy Works
Sisters of Mercy
In Australia & Papua New Guinea**



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| Position | Finance Officer – Simbu Project |
| Reports to | Simbu Project Coordinator |
| Status | 22.5 hours - 3 days per week |
| Location | Simbu |
| Date revised | 2024 |

Organisational Context

Established in 2000, Mercy Works is a community development and relief organisation that is part of the vision and mission of the Sisters of Mercy of Australia and Papua New Guinea. Our **Vision** – Mercy – Walking Together. Changing Lives. Our **Mission** - We are a community development organisation in the tradition of Catherine McAuley. We work in partnership with local community organisations to support the most vulnerable both within Australia, and elsewhere in the Asia Pacific region, with a particular focus on women and children. Our programs strive to build capacity and self-reliance and to foster environmental sustainability. The **Values** which underpin the organisation are mutuality, integrity, compassion and justice.

Primary Purpose

The Finance Officer will provide financial and administrative support to the Project Coordinator in Simbu ensuring all tasks are completed in a timely, accurate manner in accordance with Simbu operational procedures.

The PNG Finance Officer also works with colleagues to demonstrate the impact of Mercy Works’ vision in PNG.

Accountabilities

- Providing financial and administration support to Project Coordinator – Simbu
 - banking (depositing and withdrawal of cash).
 - maintaining accounts payable function to ensure prompt processing of invoices
 - completing Cashbook spreadsheet
 - completing monthly bank reconciliation, uploading transactions via Office 365 to MWL Head office Finance Manager
 - day to day office administration
- Record keeping – timely filing of accurate financial records such as approved invoices, approved electronic funds transaction paperwork etc.
- Maintaining financial records and systems by ensuring the accurate and timely entry of data
- Reviewing supporting payment documentation and ensure compliance with delegations and organisational procedures
- Supporting the compliance and governance requirements of the organisation
- Protecting client’s rights by maintaining confidentiality of personal and financial information

Job specific knowledge and skills

- Applies knowledge to assess situations accurately and determine appropriate action
- Plans and prioritises work to deliver measurable and timely results
- Works to develop additional knowledge and skills
- Demonstrates an understanding of organisational policies and processes, and implements them appropriately
- Uses various styles of communication such as email.
- Communicates with others in an open and appropriate manner to build positive relationships
- Asks others for their opinions and feedback

Accountability

- Demonstrates willingness to undertake assigned work
- Holds self-accountable for measurable, high quality and timely results
- Accepts responsibility for their own actions
- Complies with established policies and processes
- A commitment and personal alignment with Mercy mission and values.

Essential Criteria

1. Tertiary qualifications in accounting including bookkeeping qualifications or at least two years' experience in a bookkeeping position
2. Recent experience and knowledge of MYOB or similar software
3. Experience using MS Office suite including MS Excel
4. Accounts payable and reconciliation experience
5. Data entry and record maintenance experience
6. Excellent analytical and numerical skills
7. Excellent verbal and written communication skills in English
8. Reliability and strong work ethic

Desirable Criteria

1. Public Motor Vehicle (PMV) Character Check
2. Papua New Guinea Police Character Check
3. Police Crime Report

The position description should be read and applied, in conjunction with other corporate documentation that guides decision-making, actions and conduct including, but not limited to, the Code of Conduct, legislation, policies, procedures and plans.

I have read and understand the requirements and accountabilities of this position.

Name (please print)

Signature

Date