

Mental Health Foundation (ACT)

Position Description

Position Title	Finance Assistant
Reports to	Finance Manager
Roles Reporting to this Role	Nil
Key Relationships	CEO, Business Development Manager, Corporate Services Manager
Location	Remote flexibility
Terms	Part-time

Objectives of this Position

This position will support the Finance Manager to record, analyse and report on all financial records for MHF.

Qualifications and Skills

Non-Negotiable Qualifications and Skills

- Demonstrated verbal and written communication skills
- Demonstrated computer skills and competency using the MS Office Suite
- Demonstrated experience managing data input and collation

Main Responsibilities

This role will see you support the finance team with relevant tasks, including:

- Enter data into the MYOB accounting system, including payroll
- Process supplier payments
- Maintain 3rd party Plan Manager list
- Monitor and follow up Supportability bookings – activities and funding usage
- Follow up other finance related queries as required
- Filing

Conditions

- All employees of MHF, whether paid or unpaid are required to abide by MHF's Code of Conduct
- All employees of MHF, whether paid or unpaid are required to hold a current ACT Working with Vulnerable People Card with a NDIS Worker Screening check

Acknowledgement

I, <Name> acknowledge that I have read and understand the contents of this Position Description and:

- Confirm I have the relevant qualifications, skills and experience set out as non-negotiables
- Confirm I have read the MHF Code of Conduct and agree to abide with its content

Name

Signature

Date