

# Position Description (PD)

<b>Title</b>	Finance Assistant
<b>Contracted hours</b>	38 hours per week
<b>Position Grade</b>	Grade 4
<b>Terms and Conditions</b>	Goulburn Murray Credit Union Enterprise Agreement 2022
<b>Location</b>	Shepparton Office
<b>Reporting to</b>	Team Leader - Finance

## About Us

GMCU is a regional member-owned credit union based in the Goulburn Valley, with its head office located in Shepparton, Victoria. GMCU is for purpose, not profit. We are here to make life better for our members and communities by unleashing what's possible and helping them realise their dreams. We are here to serve them, to genuinely get to know them and seek to support them with financial services and products that meet their needs.

## Our Purpose

**We're here to unleash what's possible in our communities.**

**Member first, always**  
We belong to our members, so everything we do is centered around serving our members with care, integrity, fairness and efficiency.

**Excellent Member Experience**  
We're here for our members with genuine, personal and caring service and convenient online access, anytime.

**Integrity and Trust**  
Responsible, secure lending with great value rates to help our members meet their financial goals. Trust is in our DNA and every decision we make has the wellbeing of our members and the communities we serve at our very centre.

## Our Values



**INTEGRITY**

ethics fairness  
honesty

- I deliver on my promises
- I seek the best outcomes for both our members and our organisation
- I am respectful in all of my dealings with others
- I act professionally and promote professional conduct in others
- If I see something that isn't right, I speak up
- I am open and honest in my communications
- I do not participate in gossip



**RESPONSIBLE**

dependable  
accountable reliable

- I take ownership of my actions
- I finish tasks with care and on time
- I protect the security of member information
- I have appropriate needs-based conversations with members
- I can be relied upon
- I acknowledge and learn from mistakes



**PROGRESSIVE**

growing  
developing  
improving

- I positively engage in organisational change
- I continually strive to make the credit union better
- When I think there could be a better way of doing something, I raise the suggestion via appropriate channels
- I stay up to date with and promote the products and services that help our members to bank in a modern and convenient way
- I support others to engage in change
- I do not act in ways that undermine organisational outcomes



**EXCELLENCE**

efficient  
pride  
quality

- I continually strive to be the best that I can be
- I take pride in what I do
- I go above and beyond in my interactions with members
- I lead by example
- I seek to continually improve my knowledge
- I encourage others to reach their full potential

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## Position Purpose

The primary role of the Finance Assistant is to support the Team Leader - Finance in the provision of financial and accounting information to facilitate the effective operation of GMCU.

## Key Responsibilities, Activities and Duties

Accountability	Details
Service delivery	<ul style="list-style-type: none"> <li>• Perform all daily reconciliations in order to complete full Bank reconciliation and investigate discrepancies within a timely manner.</li> <li>• Perform journaling tasks and balancing entries where required.</li> <li>• Perform the processing of Accounts Payable function within XERO with accuracy and within timeframes.</li> <li>• Provide generalised support for accounts payable related transactions enquiries. Respond to queries as appropriate within delegated authority or triage and escalate issues as required.</li> <li>• Preparation of reconciliation schedules.</li> <li>• Provide support for the preparation of financial reports/schedules.</li> <li>• Participation in both internal &amp; external audits.</li> <li>• Implement procedures dealing with the processing of transactions for the various payment channels (e.g. Direct Entry, BPay, National Payments Platform).</li> <li>• Perform duties of Payments Officer when required.</li> <li>• Maintain in investment portfolio daily.</li> </ul>
Projects	<ul style="list-style-type: none"> <li>• Participate in both functional and business-wide projects as required.</li> </ul>
Relationship Management	<ul style="list-style-type: none"> <li>• Maintain effective relationships with members, colleagues and external stakeholders to achieve desired GMCU outcomes.</li> </ul>
Administration and Documentation	<ul style="list-style-type: none"> <li>• Ensure that all documentation is accurate and completed in a professional and timely manner.</li> <li>• Update registers and records as required.</li> <li>• Complete reporting tasks as required.</li> </ul>

## Quality, Safety, Risk and Improvement

- Demonstrate initiative and a solution focused approach to problem solving.
- Participate in Work Health & Safety activities to ensure a safe work environment for customers, the community, staff and visitors.
- Comply with all applicable policy and procedures.
- Maintain confidentiality on all issues relating to the organisation, clients and fellow colleagues.
- Satisfactorily complete all mandatory training requirements.
- Demonstrate understanding of all policy and procedures relating to the position.
- Actively identify and escalate opportunities for improvement where appropriate.
- Demonstrate understanding of risk management, including risk assessments, identify and categorise risks and impact, implement control and mitigation procedures, monitoring and reporting and escalation processes as appropriate.



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## General Requirements

- Lead by example, being aware of and acting in accordance with GMCU's Code of Conduct and values.
- Positively promote GMCU both personally and professionally.
- Develop and maintain collaborative relationships with all GMCU team members to achieve service delivery excellence.
- Resolve any workplace conflict in a professional manner and through correct organisational processes.
- Maintain a flexible approach to the hours of duty.
- Continually develop both personally and professionally as required to meet the changing needs of the position, organisation and industry.
- Actively participate in the appraisal process.

## Other Position Requirements

Statements included in this position description are intended to reflect in general the duties and responsibilities of the position. It is not intended to be an exhaustive list of responsibilities, duties and skills required. GMCU may require other duties to be undertaken as directed or required/delegated from time-to-time.

GMCU may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).

## Key Requirements

### Essential

- Demonstrated commitment to GMCU's Values of *Integrity, Responsible, Progressive and Excellence*.
- Existing ASIC Tier 2 Certificate, or ability to gain certificate within three months of appointment
- Demonstrated problem-solving skills, including the ability to exercise sound judgement.
- Excellent interpersonal and communication skills, including the ability to liaise with a range of stakeholders.
- Ability to work independently to achieve defined objectives and as an active and positive team member
- Strong attention to detail including the ability to complete tasks accurately
- Demonstrated ability to manage competing work priorities, to complete work within expected timeframes and meet tight deadlines.
- Ability to interpret and apply policies and procedure within a financial context
- High level of computer literacy including all Microsoft Products
- The ability to successfully meet GMCU's pre-employment screening requirements

### Desirable

- Knowledge of GMCU products and services
- Experience in Xero Accounting solution
- Banking or Administration experience

<b>Reviewed By</b>	Chief Financial Officer
<b>Issued</b>	February 2024
<b>Review Date</b>	February 2026