

<b>Region / Department:</b>	<b>Finance &amp; Administration</b>
<b>Division:</b>	Finance & Administration
<b>Role:</b>	Accounting Officer (Settlements)
<b>Classification:</b>	Full time
<b>Reports To:</b>	Team Leader, Settlements
<b>Present Incumbent:</b>	Vacant
<b>Prepared By:</b>	Senior Manager, Accounting
<b>Date approved / updated:</b>	
<b>Version:</b>	001

### Our Values

Everything we do is underpinned by our core values:

**Flexible**
**Supportive**
**Approachable**
**Friendly**

Our values are embedded in our organisation and form the basis of our business planning, recruitment processes, training and leadership development.

We provide 'Trusted Community Banking' to our members by living our values to achieve our goals. We ensure our staff treat people as individuals and promote and encourage local decision making and community involvement across our network of branches and agencies.

Our employees proudly provide quality service to our members in a flexible, honest, fair and caring manner, demonstrating our commitment to our members.

### Position Statement

Finance & Administration is responsible for all financial, management, regulatory and tax accounting; for the monitoring of loan quality, preparation of loan documentation and management of delinquent accounts; for the delivery and support of own and third party products and services to branches and members; for the enterprise risk assessment and management, for the coordination of audit, operational risk and compliance; for managing the balance sheet and inherent interest rate risk; and for the coordination of legal services to and on behalf of the organisation, for the management of fixed assets, for ensuring adherence to the procurement framework and for the efficiency and efficacy of corporate administration.

The Accounting Department is responsible for the integrity and reporting of the organisations statutory, regulatory, management and taxation obligations. The Accounting Department is made up of the following 3 teams: Accounts, Settlements and Reporting.

The Accounting Officer (settlements) has day-to-day responsibility for various general ledger and system reconciliations and reporting and sits within the Settlements team. The Accounting Officer supports the Team Leader, Settlements in meeting the team objectives.

### Key Responsibility Areas

- (i) Complete ATM reconciliations and associated disputes;
- (ii) Complete various daily reconciliations including bank accounts;
- (iii) Ensure all nominated general ledgers are reconciled and reported within five working days of the end of the month;
- (iv) Accurate and timely month end processing;
- (v) Report teller discrepancies to Regional Managers monthly;
- (vi) Assist in back office Treasury duties;
- (vii) Assist in the development and maintenance of the Accounting manual;
- (viii) Relief for other accounting staff as required;
- (ix) Assist in ongoing process improvement of accounting processes;

### Role Selection Criteria

#### Competencies

Ability to:

- (i) Ability to work unsupervised at times;
- (ii) Achieve and work in a team based work culture;
- (iii) Think laterally and demonstrate initiative;
- (iv) Adeptly use Microsoft applications, particularly Microsoft excel;
- (v) Display a high degree of accuracy and attention to detail;
- (vi) Communicate in a clear, concise and effective written and verbal formats;
- (vii) Engage in a professional and collaborative manner with staff at all levels across the organization;

- (viii) Ensure professional communication and relationships are maintained with external parties;
- (ix) Adopt and adjust to change and it's processes whilst looking for ways to process improve;
- (x) Maintain and support the NECU culture when interacting with staff, members and the communities served.

### Knowledge Areas:

- (i) Strong working knowledge of the credit union sector;
- (ii) Current knowledge on relevant industry standards and best practice.

### Qualifications and Experience

- Essential:
1. Well developed computer skills;
  2. Strong knowledge of Microsoft software applications;
  3. Well developed numeracy skills.

- Desirable:
1. Previous experience within a financial institution.

### Acceptance of Responsibilities

I have read the requirements and responsibilities outlined in this position description, NECU's Code of Conduct and Employment Terms and Conditions and agree to meet and adhere to these and have my performance monitored and evaluated in relation to my performance in the role as detailed throughout this document:

I accept my performance will be measured through the agreed objectives set with my manager each year and reviewed on a minimum six (6) monthly basis in accordance with the organisations performance management policies and guidelines and processes.

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signed** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Accounting Officer**

**Senior Manager, Accounting**