**FINANCE ADMIN ASSISTANT**

**PART TIME 3 DAYS PER WEEK**

**CRANES provide services throughout the beautiful Clarence Valley to members of the community across a variety of different disciplines.  We are looking for A Part time Finance Admin Assistant to join our team who has a passion for helping people in the community, with excellent customer service skills and great attention to detail.**

If this sounds like you, along with your resume, please send a cover letter addressing the below **Role Specific Competencies:**

* Data processing of Plan Management Payable Invoices in Care view accurately (Major responsibility of the position).
* Investigate and or escalate any discrepancies to ensure accuracy of Payments.
* Assist Plan Manager with accounts enquiries.
* Undertake Plan Management accounting and or administrative functions as required such as preparing reports, conducting reconciliations and banking as required by the Plan Manager.
* Ensure up to date filing & housekeeping (including electronic files) so that all data is easily accessible.
* Contribute to the continuous improvement of the organisation by sharing ideas.
* Raising issues and concerns with regards to transaction processing if deemed doubtful.
* Maintain effective, professional relationships with internal and external Stakeholders.
* Ensure timely despatch of Plan Management and HCP Statements.
* Assisting the Finance and Payroll team as required.
* Perform other Ad-hoc tasks as delegated by the Senior Finance Manager.
* Comply with all organizational Policies & Procedures and statutory obligations as amended from time to time.

Comply with all WHS policies and procedures and contribute to a safe, healthy, equitable & ethical workplace.

***You will be highly regarded if you can meet the following criteria;***

* Exposure to NDIS, HCP & Plan Management related software.
* Can manage multiple workflows from more than one source and achieve strict deadlines.
* Current Working with Children Check and National Police Clearance or be willing to obtain

**Application pack can be found at www.cranes.org.au**

**or call Sue Ting on**02 6642 7257

**Applications close Wednesday 13th February 2021.**