

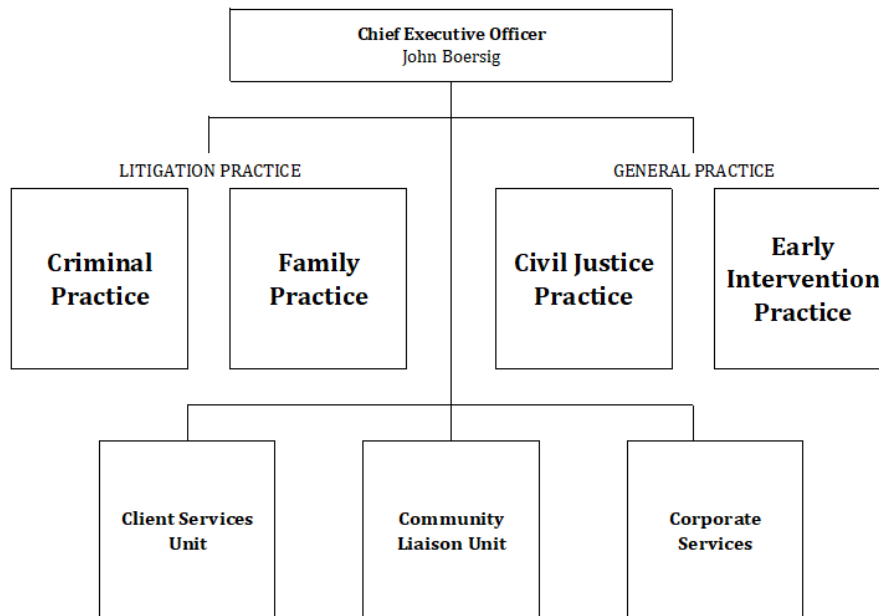
Position Title	Accounts Officer
Classification	ASO 3 (position 1422)
Responsible to	Financial Accountant
Number of direct reports	Nil
Number of indirect reports	Nil

The Legal Aid Commission (ACT) (Legal Aid)

Legal Aid was established under the *Legal Aid Act 1977*. Its mission is to promote a just society in the Australian Capital Territory by:

- ensuring that vulnerable and disadvantaged people receive the legal services they need to protect their rights and interests
- developing an improved community understanding of the law, and
- seeking reform of laws that adversely affect those we assist.

Further information about Legal Aid can be found at <http://www.legalaidact.org.au>



Corporate Services

Legal Aid's Corporate Services section encompasses:

- Finance
- People & Culture
- Records Management
- Information & Communication Technology
- Facilities Management

Position Dimension and Relationships

The Accounts Officer reports directly to the Financial Accountant, but will sometimes take direction from the Chief Financial Officer. This is a hands-on role requiring strong collaboration across the Commission to support staff, funders, private practitioners, and other stakeholders.

The position involves managing a broad range of responsibilities in a dynamic and fast-paced environment. The successful candidate will demonstrate the ability to identify and implement innovative business practices relevant to both the role and the broader objectives of the Commission.

Essential Duties and Responsibilities

In accordance with the Commission's policies and procedures, including the *Chief Executive Financial Instructions*, undertake the following responsibilities:

- Undertake all activities associated with accounts receivable, legal and trade accounts payable, credit card transactions, manual cheque payments and other financial transactions ensuring that all are accurately and properly recorded, documented, filed and stored,
- Manage weekly payment runs for accounts payable including (but not limited to):
 - Verifying, creating and updating creditor accounts in Microsoft Dynamics 365 and the Finance Management System.
 - Verifying Finance Transaction Summaries (FTS) imported from Microsoft Dynamics 365 and processing them in the Finance Management System.
- Assist in developing, implementing and updating improved financial procedures in relation to accounts receivable, legal and trade accounts payable as agreed with the CFO,
- Carry out tasks (eg month-end journals) as agreed with the Financial Accountant
- Oversee activities related to petty cash, Cabcharge vouchers, and the Uber account.
- Provide information and reports on financial transactions and activities and assist with the preparation of the annual budget and financial statements,
- Monitor LAC's bank accounts (Operating, Trust, and Social), including daily transactions across corporate credit cards. Maintain Trust Account records and administer related transactions.
- Assisting in collecting and distributing the mail for the Commission,
- Manage the Accounts inbox, responding to all enquiries from both internal and external stakeholders; and
- Perform other related duties as required.



Key Capabilities

1. Demonstrated experience in, or the capacity to provide, bookkeeping services to a small agency.
2. Knowledge of Finance One or comparable management information systems and a good working knowledge of MS Office software applications.
3. Good problem-solving skills, including the ability to improve current policy and procedures relevant to finance and corporate administrative systems.
4. Proven ability to prepare accurate, timely and comprehensive reports.
5. Excellent communication skills, including the ability to work cooperatively within the Corporate Services team specifically and the broader organization generally, to meet common goals.
6. Ability to assess priorities and manage competing deadlines both independently and as a member of a team.
7. Initiative, sound judgment and the capacity to respond to requests for assistance in urgent matters while working in a team environment

Eligibility/other requirements

1. Accounting qualifications in accounting or finance would be an advantage.
2. The applicant must have full working rights in Australia.

