

Banking Officer Position Description

Reporting to:	Transactional & Treasury Accounting Team Lead	Work location:	Carlton
Department:	Finance and Support Services	Budget holder:	No
Team:	Shared Services	Direct reports:	Nil

Role Purpose

The Banking Officer is responsible for ensuring Save the Children Australia's end-to-end banking transactions are processed in a timely and accurate manner. This requires extensive liaison with key staff members across the organisation, including Social Enterprises, to ensure high levels of customer service are provided and maintained. This role is also responsible for identifying and analysing areas for process improvement and assisting in implementing changes to ensure the team can work as efficiently and effectively as possible.

The role reports to the Transactional & Treasury Accounting Team Lead, while also working closely with other members of the Finance and Support Services teams to achieve organisational objectives. This would include a focus on measuring efficiencies in processes and evaluating the effectiveness of controls.

Key Areas of Accountability

Role requirements

- End-to-end banking, including but not limited to:
 - Ensuring timely recording of donations through CRM and other income sources are processed and recognised in bank accounts
 - Ensuring all items in bank accounts are matched and/or recognised in Agresso through manual journals
 - Working closely with Supporter Care to ensure timely processing & banking of cheque, cash & credit card donations received through mail
 - Ensuring processes are initiated to receipt credit card donations from regular givers
 - In conjunction with Transactional & Treasury Accounting Team Lead monitor cash balances and make recommendations for term deposits
 - Coordinating the issuance of bank guarantees for new rental properties and ensuring sufficient bank guarantee facility is maintained
 - Perform monthly balance sheet reconciliations and follow up on any variances
 - Managing the Banking Service Desk email address and responding to queries
 - Communicating with Internal Stakeholders as to unallocated income received
 - Regular review and approval of Sales Orders in Agresso
 - Maintenance of Daily Cashflow model with accurate coding of financial transactions to assist with forecasting cashflows
 - Monitoring and ensuring appropriate cash levels are available in bank accounts used to facilitate payments including making recommendations for transfers between bank accounts

Stakeholder communication

- Ensure delivery of exceptional customer service, both internally and externally
- Communicate clearly with the Support Engagement team regarding the allocation of donor receipts
- Attend to all queries from business users

Quality and continuous improvement

- Maintain appropriate process controls to ensure financial and compliance deliverables are met
- Identify opportunities for process improvement to create work efficiencies

- Perform ad hoc projects allocated by Transactional & Treasury Accounting Team Lead, in line with organisational objectives
- Ensure processes and procedures comply with all relevant legislation, regulatory requirements, professional standards and guidelines

Health and safety requirements

- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace
- Participate in, and contribute to, health and safety awareness and improvements
- Comply with emergency evacuation procedures
- Report all incidents, injuries and potential hazards in a timely manner

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards ([click here to view further details](#))
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

Security and risk management requirements

- Be aware of, and consider, the risks associated with your everyday work and apply appropriate mitigation measures
- Ensure secure handling of cash, cheque and credit card donations received in the mail

Person Specification

Essential knowledge or experience

- Experience in high-volume data entry and administration with proven accuracy and speed
- Proven ability to identify areas of manual processing for process improvement initiatives
- Demonstrated experience in performing bank reconciliations
- Demonstrated experience dealing with financial and numerical data
- Strong ability to analyse issues and problem solve
- Ability to prioritise workloads to meet tight deadlines
- High level of attention to detail
- Advanced Excel skills
- Exceptional verbal and written communication skills
- Demonstrated customer service skills with both internal and external stakeholders

Required qualifications and/or accreditations

- Certificate or Diploma in Accounting/Bookkeeping, or progressing towards

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Not required
Working with Children Check: Required
Classification Level: Individual agreement

Travel: Nil required
Assets: Laptop