

Position Description Finance Administrator (Fees / AR)	
Team: Finance	
Reports to: Finance Team Leader	
Direct Reports: Nil	
Key relationships:	
Internal:	Partners and staff
External:	Clients
Position Objective	
To undertake fee processing and month end balancing, to ensure the smooth running of the financial processes for Polson Higgs. To provide leadership with the XPM Accounting Practices Software.	
Values	
Employees at Polson Higgs are expected to demonstrate our values in all aspects of their work.	
Integrity – Doing the right thing	
Care – Being there	
Excellence – Best outcome	
Key responsibilities	Deliverables/outcomes
Finance	<ul style="list-style-type: none"> Client fees are processed and are accurately invoiced on a weekly and monthly basis, as required. Month end processes, balancing the accounting system is undertaken accurately and in a timely fashion. Month end reports and journals are provided to the finance team. Debtor adjustments are made, and credit notes are prepared as necessary. Debtors are then balanced at month end. Loading of annual budget into (Xero Practice Management) XPM.

	<ul style="list-style-type: none"> Weekly and monthly reports are provided to managers, to monitor budgets
Finance Team Backup	<ul style="list-style-type: none"> Gains understanding and ability to provide support and backup to other areas in the finance team.
Communication	<ul style="list-style-type: none"> Communication is professional and appropriate, both internally and externally. All written and verbal communication is clear and concise. Documentation and emails are correctly maintained on SharePoint Feedback is given and received constructively.
Performance Development Plan (PDP)	<ul style="list-style-type: none"> Active engagement with your performance development plan. Opportunities for personal and professional development taken.
Health and Safety	<ul style="list-style-type: none"> Comply with all Polson Higgs Health and Safety policies, procedures and current legislation Responsible for reporting any hazard, risk or accident through the appropriate procedures
Other	<ul style="list-style-type: none"> All other reasonable duties that are required of you

Person Specification
<p>Skills, Knowledge and Abilities:</p> <ul style="list-style-type: none"> <i>You will possess or develop expert skills in the Reckon APS Accounting Practices Management System</i> <i>Skills with a range of finance administration processes</i> <i>Exceptional analytical and numerical reasoning skills</i> <i>Excellent word processing, and spread sheeting skills</i> <i>Accuracy and attention to detail</i> <i>Excellent interpersonal skills</i> <i>Ability to deliver a high level of customer service</i>
<p>Personal Attributes:</p> <ul style="list-style-type: none"> <i>High energy level, drive and enthusiasm</i> <i>Influence and persuasion</i> <i>Problem solving attitude</i> <i>Judgement and decision making</i> <i>Excellent interpersonal skills</i> <i>Planning, accuracy and organising</i>
<p>Qualifications and Experience:</p> <ul style="list-style-type: none"> <i>3-4 years equivalent working experience in a finance administration role.</i>

Mission

Our ongoing success is grounded in the strength of our client relationships, the quality of our work and our desire to always improve and to do good by you and the wider community.

Vision

To be the most respected advisor, for the strength of our work, relationships and people.