



Finance Support

Position description

The Wise Group is a Peak Performing organisation. Peak Performance is about enabling individuals and organisations to continuously exceed their best in the pursuit of an inspiring purpose. It's a journey not a destination and it's about becoming the best we can be. Every day we can all do just a little bit better.

The purpose of Wise Management Services is to create fresh possibilities and services for the wellbeing of people, organisations and communities. And this is where you come in. To realise the purpose of WMS, this position will play an important part.

Our in-house team provides specialist financial management and support services to the Wise Group. This includes business financial partnering, the provision of financial analysis and advice, budgeting and financial reporting, cash flow management, transaction processing and system controls, and delivery on statutory requirements.

We work alongside the executives and managers to ensure the Group's financial management responsibilities are appropriately fulfilled.

Responsibilities

As Finance Support you will effectively support the financial functions ensuring information needs and statutory responsibilities are met. You'll be the overall champion of the accounting system. You'll play a proactive part in ensuring the finance team and Wise Management Services as a whole is valued for its high quality services and professional, trusted advice.

Focus

- Receive creditors invoices and accurately input into accounting system and process the accounts payable in a timely manner
- Ensure all creditors accounts are approved and paid including escalating any queries in a timely manner
- Ensure all discounts and credit notes are obtained in a timely manner
- Assist to resolve all queries to completion in a timely manner
- Assist to ensure debtors invoices are raised in a timely manner after receipt of information
- Assist to follow up all overdue accounts receivable to minimise bad debts
- Assist to ensure bank statements are coded and input accurately
- Assist to effectively liaise with Westpac to accurately set up, review and amend if necessary, all automatic payments

- Ensure petty cash is accurately accounted for and recorded and cash and cheques are banked as required within appropriate timeframe
- Provide general administrative and project assistance as required to support the Managing Accountants and Accountants
- Assist to ensure written procedures and quality manuals are kept up-to-date and accurate
- Delivers prompt, efficient, personalised service to our customers
- Undertake other duties and responsibilities assigned to the role
- Work collaboratively with all colleagues to create a positive, vibrant and highly energised team
- Take an active role in the collective success of the finance team. Be a constructive partner in maximising the performance of the team
- Be committed to safety and wellbeing by following the Wise Group roles and responsibilities table (located on The Well).

Attributes

Generous

Demonstrated by taking a win-win approach, thinking beyond yourself and taking opportunities to help others

Fresh

Using imagination and curiosity to generate new ideas with the drive to bring the best ones to life, and inspiring others to support them.

United

Champion collaboration to achieve collective goals by working together.

Energising

Inspiring others with energy, enthusiasm and motivation to take action.

Foresightful

Having intuition to anticipate changing conditions and the agility to adapt and flourish.

Achiever

You perform at an optimal level, both mentally and physically, to achieve results.

Connected

You bring people, groups and organisations together

Requirements

- Relevant qualification advantageous
- Minimum one year experience in an equivalent role
- Experience with effectively communicating at all levels, written and verbal
- Attention to detail, particularly with regard to data entry
- Excellent time management, organisation and file maintenance
- Proven numeracy skills
- Excellent working knowledge of Microsoft Excel and competency in Microsoft Word
- Ability to learn new systems
- Team player willing to go the extra mile
- A "client focused" approach to working with customers.