



POSITION DESCRIPTION

Accounts & Data-Entry Assistant

Primary Purpose of Position:

- To compile the daily income summary and resolve any issues that may arise.
- To liaise with the finance team to discuss & resolve any issues regarding the daily income summary as well as tasks including but not limited to; gaming machine clearances, safe balances, Cash Redemption Terminal (CRT) and ATM balance anomalies.
- Liaise between the office staff and supervisors to ensure all transactions are being processed correctly.
- To assist in ensuring all patrons are met with a friendly, safe and comfortable environment when visiting the club.

Employment Conditions

Supervisor: Finance Manager

Grading: Leeton Soldiers Club modern award system – Grade 5
Starting grade will depend on qualifications and experience.

Probationary Period: Your employment with the Leeton Soldiers Club is subject to a probationary period of three (3) months from your date of commencement. LSC will review your performance during the probationary period and if satisfactory, casual employment will be confirmed. Leeton Soldiers Club reserves the right to terminate your employment in the event of your performance being assessed as unsatisfactory.

Superannuation: In accordance with the Superannuation Guarantee Legislation.
Currently 9.5% of gross wages.

Payment of wages: Paid weekly by direct credit into own banking institution.

Hours of work: A casual position with flexible working hours. Normal working hours are from approx. 7am – 11am, on a rotating fortnightly roster. Hours are flexible with a total of approx. 30-40 hours in the fortnight.

Duties of the position may require flexibility in relation to working outside these hours including weekend and public holiday work.

The potential for this role to be a permanent part-time position will be reviewed 12 months from the commencement of employment.

Fitness for work: Employees should declare any health related issues or illnesses that may impact on their ability to perform this role. All employees of the Leeton Soldiers Club are to take reasonable care for his/her own safety.

While performing the duties of this job, the employee is regularly required to:

- Withstand long periods on his/her feet
- Bend
- Kneel
- Reach and grasp
- Repetitively lift items

Work, Health & Safety: All employees must adhere to LSC's Health & Safety Rules, Regulations, procedures and policies as outlined in the LSC Employee Manual.

All LSC facilities have a "smoke free environment" whereupon smoking and e-cigarettes within such facilities and vehicles is not permitted. Any staff wishing to smoke must utilise the staff smoking area only.

Qualifications and Experience:

- Relevant demonstrated experience of at least two years in an accounts and/or data entry field or similar industry
- It is mandatory to possess and maintain a current Responsible Service of Alcohol and Responsible Conduct of Gambling certification. Failure to retain such a licence could be grounds for instant dismissal.
- It is mandatory to possess and maintain a current Class C driving licence. Failure to retain such a licence could be grounds for dismissal.

Key Duties and Responsibilities:

The Accounts & Data-Entry Assistant responsibilities include:

- Collecting and entering data in spreadsheets and maintaining accurate records of valuable company information.
- Maintaining accurate, up-to-date and useable financial information for Managers to access.
- Ensure that all financial information is accurately collated and transferred to the relevant database.
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Research and obtain further information for incomplete documents
- Print out relevant Ebet & TAB sheets and reconcile income to specific departmental reports
- Fill ATM & CRT daily and reset for next day's trading.
- Compile, verify accuracy and sort information according to priorities to prepare data for computer entry
- Generate reports, store completed work in designated locations and perform backup operations as required
- Take accountability for the role and acknowledge its importance in the daily accounting activities of the Club.
- Comply with data integrity and security policies
- Ensure all Health and safety issues are documented and passed on to the WHS Manager of the Club.

Selection Criteria:

Essential:

- Qualifications & experience as stated above
- Extremely high attention to detail with a demonstrated ability to identify problems and utilizing initiative to determine solutions.
- Be self-motivated and have the ability to work under minimal supervision
- Assist in developing systems/procedures for the smooth operation of daily clearances and banking
- Well-developed oral & written communication skills with the ability to work cohesively within a team and with both internal and external customers
- High level of confidentiality
- Demonstrated working knowledge of Microsoft Office packages and general office equipment.

Desirable:

- A sound understanding of all other general accounting functions.
- Effective and efficient time management skills with an ability to stay focused on assigned tasks.

- Familiarity with general administrative duties including experience using standard office equipment.
- Well-developed typing abilities with attention to speed and accuracy
- Capable of writing standard reports
- Possess an excellent phone manner that is courteous, friendly & customer focused.

Performance Criteria:

This position is highly regarded and forms an integral part of the overall Club's daily operations. It is imperative that all parties are able to maintain a professional and honest approach to all issues related to Club finances and relevant data entry.

The Accounts & Data-Entry Assistant is expected to undertake other duties and responsibilities relevant to the nature, level and scope of their capabilities, including but not limited to:

- Attend training and continuous development opportunities as required.
- Assist with service in the bar, bistro & reception areas (if/when required)
- Maintain an excellent level of attendance, punctuality & performance
- Strict adherence to any WHS processes, procedures and policies including the reporting of any hazards, incidents and/or injuries
- Be courteous to the general public at all times. No comments on Club matters are to be made to the general public. Refer any such matters to the Club Secretary Manager.
- Maintain customer confidentiality.
- Always be supportive of management policies with regards to our Vision & Values.
- Be a part of the team by working cohesively with others in the workplace
- Carry out all operations efficiently and ensure that there is minimal wastage in materials and labour

Organisational Relationships:

Reports to:	Finance Manager
Internal Liaisons:	Secretary Manager, HR Manager, Supervisors, Administration & Finance staff.
External Liaisons:	Club patrons and suppliers

I _____ have read and understand the requirements of the Leeton Soldiers Club Accounts & Data-Entry Assistant role as outlined above.

I understand that my appointment is casual and is subject to the Probationary Period as outlined above.

Employee Sign: _____

Date: _____

Employer Sign: _____

Date: _____

