



JOB DESCRIPTION Finance & AR Officer

POSITION TITLE:

Finance & AR Officer

SERVICE AND LOCATION:

PSSC Administration, 12 Park Lane, Timaru.

HOURS OF WORK:

30 hours, Monday to Friday from 8.30am to 3pm.

RESPONSIBLE TO:

Finance Systems Analyst

FUNCTIONAL RELATIONSHIPS:

- Chief Executive Officer
- Administration Staff
- Community Services Staff
- Clients and Client Stakeholders, General Public, Organisations and Business Operations
- Family Works Staff
- Enliven Staff

APPROVED BY:

Carolyn Cooper, Chief Executive Officer

DATE REVIEWED: April 2026

AGREED TO BY: Name:

Signature:

Date:

PRIMARY OBJECTIVES OF THE POSITION

To provide support to financial systems and perform analysis to support management with accurate financial performance information.

KEY TASKS AND PERFORMANCE STANDARDS

Tasks	Objectives
1. Residential Care Revenue and debtors' management	<ol style="list-style-type: none">1. Prepare and issue client invoices and statements promptly and within agreed time frames for Residential Care, Retirement Village, and related services.2. Receipt and allocate debtor income promptly and prepare banking within agreed time frames.3. Respond to debtor enquiries promptly, accurately, and courteously.4. Monitor outstanding accounts, follow up overdue debtors in accordance with policy, and escalate issues as required to minimise bad debts.5. Manage external reporting and communications for funding providers, including government agencies, on a monthly or as-required basis.6. Collate all required income accounting records monthly and provide them to the accountant at month-end, along with other month-end support as required.7. Complete monthly balance sheet reconciliations for debtors and related accounts.8. Undertake correspondence and other communications with client families and financial representatives promptly, accurately, and courteously.9. Maintain accurate resident movement records for residential care, including admissions, discharges, and transfers.10. Ensure appropriate retention and archiving of related records.11. Develop and maintain up-to-date procedure and reference documentation for the role.
2. Audit Support	Assist the Financial internal auditors and external auditors in their year-end audit – provide documentation and information as requested.

3. Other Finance functions support	<ol style="list-style-type: none"> 1. Payroll & HR support 2. Cash receipting 3. Banking and cash management
4. Health & Safety	<ol style="list-style-type: none"> 1. Participate annually in Fire and Safety and any other mandatory training. 2. Be familiar with responsibilities under the Health & Safety Act. 3. Be familiar with Accident Reporting and Hazard Identification requirements 4. Be responsible for ensuring work environment is safe.
5. Quality Programme	<ol style="list-style-type: none"> 1. Active participation required in PSSC's Quality Programme.
6. General	<ol style="list-style-type: none"> 1. Any other duties as may be required by the Chief Executive Officer or Chief Financial Officer.