

	<b>Position description</b>
<b>Position title</b>	Finance and Governance Graduate
<b>Status</b>	Fixed term, full-time
<b>Classification and remuneration (Remuneration EBA only)</b>	Level 2.1
<b>Hours of work</b>	38 hours 5 days per week
<b>Region</b>	North
<b>Primary location</b>	Fawkner – you may be required to provide support across the different GMCT sites from time to time to support business continuity.
<b>Date PD adopted</b>	September 2025

### Our organisational environment

At The Greater Metropolitan Cemeteries Trust (GMCT) we believe in caring for our communities with dignity and compassion.

GMCT is comprised of three regions (north, east and west). Corporate functions and administration are conducted from the head office, located at Fawkner Memorial Park. We recognise that our industry sector is not immune to change and is being shaped by a number of trends. We are in a strong position to respond to these trends and require a workforce that is agile, resilient and up for change and innovation.

### Our purpose

We provide the final care for your loved ones, with dignity and kindness. We respect all peoples, our heritage, our communities and the environment.

### Our vision

Our peaceful places and compassionate support provide solace and belonging so families and friends can cherish and preserve the lasting memories of their loved ones.

## Our values

Our values are a description of the way we see the world and what is most important to us. They are the principles that guide and shape the way we think and act. This includes the way we provide services to our customers, the way we treat each other within the organisation and the way we relate to the wider community.



Whenever our support is needed, we are ready to be there, responding with sensitivity and kindness.

We consider every situation to be unique and strive to understand the needs of customers and colleagues so we can put them at the heart of everything we do.



We respect the rights, traditions and beliefs of every individual, family, community, and culture we work with.

We respect, support and recognise our colleagues so we can empower one another to do the same for the communities we serve.



We have courage to hold ourselves to account, and recognise our individual and collective responsibility for ethical, honest, and considered conduct.

We hold ourselves and each other to the highest standards of professionalism and compliance.



Our cemeteries and memorial parks have been here for generations, and will be here for generations to come.

We use our resources wisely, plan effectively, and look after our environment and ourselves to ensure that GMCT contributes to a more sustainable future.

## 1. Position organisational relationships

The GMCT Finance Team comprises the Chief Financial Officer, General Manager Finance and Procurement, Senior Financial Accountant, Finance Systems Accountant, Corporate Accountant and two Accounts Officers. The team provides financial management to all GMCT staff and programs.

The GMCT Governance Team comprises the functions of Corporate Planning, Enterprise Project Management, Data and Insights, Corporate Information, Governance, Legal, and Diversity and Inclusion

Accountable to: Senior Financial Accountant, GM Enterprise Strategy and Performance

Supervises: Nil

Internal Liaisons: Managers, Supervisors and Customer Services Department.

External Liaisons: Funeral Directors, Suppliers and Internal & External Auditors.

## 2. Position context

The Finance and Governance Graduate at GMCT is responsible for efficiently managing accounts receivable and bank reconciliation functions, ensuring high-quality service to stakeholders. Collaborating closely with the Accounts Payable Officer, this role supports cross-skilling and career progression within the team, contributing to continuous business support. In Governance, the Graduate works in a team that works to align strategy and corporate governance. This includes formal decision processes of Board, Committees and Executive Team; strategic business planning and enterprise-level project management; legal and policy support; and social impact strategies for reconciliation, gender equality, disability and diversity.

## 3. Position objectives

The objective of the Finance and Governance Graduate role at GMCT is to provide comprehensive support to the Finance team by assisting in all aspects of finance operations, including accounts receivable, accounts payable, and corporate accounting. The role aims to ensure efficient management of financial processes, accurate reconciliation of accounts, and seamless coordination with internal and external stakeholders. By contributing to the team's cross-skilling and delivering high-quality service, the Finance and Governance Graduate helps drive the organization's financial success and fosters a collaborative environment within the team. Undertaking other duties in the best interests of the organisation within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

In terms of Governance activities, the Graduate supports policy development by conducting research and drafting updates to align with compliance standards and assist legal teams with regulatory reviews and relevant audits. In business and strategic planning, help coordinate planning cycles and track performance metrics. Within the EPMO, monitor project governance and reporting. In social impact, support stakeholder engagement and impact evaluation. Overall, contribute to embedding good governance across GMCT.

## 4. Key responsibilities - Finance

1. Accounts Payable Support: Provide assistance to the Accounts Payable Officer with key responsibilities, including:
  - Processing creditor's invoices within 48 hours of receipt.
  - Processing weekly EFT payments.
  - Preparation of invoice accruals at month end.
  - General ledger reconciliations as instructed.
  - Reconciliation of creditor's statements and follow-up until discrepancies are resolved.
  - Processing petty cash claims and reconciliation.
  - Efficiently and effectively respond to all queries from the business.
  - Support the external/internal audit program.

- Effectively manage the "GMCT Accounts" inbox and handle creditor-related inquiries.
  - Administer mail-out activities, remittance advices, and cheques.
  - Participate in and run the system's Month End Rollover process accurately and timely.
2. Accounts Receivable Support: Provide assistance to the Accounts Receivable Officer with key responsibilities, including:
    - Administer accounts receivable and liaise with debtors as required.
    - Verify that transactions comply with financial policies and procedures.
    - Prepare, verify, and process sundry invoices.
    - Follow up on, collect, and allocate payments.
    - Perform account reconciliations.
    - Monitor Funeral Directors account details for non-payments, delayed payments, and other irregularities.
    - Research and resolve payment discrepancies.
    - Generate age analysis and month-end reports, including Funeral Director statements.
    - Create and maintain Funeral Directors files and records.
    - Act as a key contact for Funeral Directors account enquiries.
  3. Bank Reconciliation: Administer bank reconciliation tasks, including:
    - Review and reconcile the day-to-day receipts for all GMCT sites.
    - Centralized receipting for cheques and direct deposits.
    - Maintain up-to-date bank reconciliation, including bank journals.
    - Prepare weekly bank deposits for the Fawcner Office.
    - Act as a key contact for bank transaction enquiries.
  4. Assistance with Accounts Payable: Assist with accounts payable tasks and liaise with creditors as required, including:
    - Prepare and process invoices for trade creditors.
    - Reconcile supplier statements and request outstanding invoices if necessary.
    - Review and process customer refunds in a timely manner.
  5. General Ledger and Reconciliations: Assist with general ledger and reconciliations on a monthly basis, including:
    - Participate in and run the system's Month End Rollover process accurately and timely.
  6. Corporate Accounting Support: Provide assistance to the Corporate Accountant with key responsibilities, including:
    - Process transactions and reconcile general ledger accounts in accordance with month-end timetables.
    - Maintain the fixed assets register, including asset acquisitions and disposals.
    - Perform credit card reconciliations.
    - Assist in the preparation of the monthly Business Activity Statement.
    - Review the weekly payments run and load payments for authorization.
    - Review customer refunds received by the Customer Service department to ensure compliance with GMCT processes and procedures.
    - Create and maintain Creditors files and records.
    - Assist with other ad hoc duties to support the team as required.

### **Key responsibilities – Governance**

7. Policy Research and Development
  - Conduct research to inform policy reviews and updates.
  - Draft policy documents aligned with legislative and compliance standards.
  - Support the implementation of policy improvements across the organisation.
8. Legal and Regulatory Support

- Assist with compliance monitoring and regulatory reviews.
  - Support risk identification and mitigation activities in collaboration with legal teams.
  - Contribute to governance registers, compliance reports, and internal audits.
9. Strategic and Business Planning
- Support the coordination of annual and long-term strategic planning cycles.
  - Assist with data gathering and analysis to inform planning decisions.
  - Track and report on key performance indicators and progress against plans.
10. Enterprise Project Management Office (EPMO) Support
- Monitor project governance frameworks and project delivery to ensure alignment with organisational strategy.
  - Contribute to project reporting, milestone tracking, and risk documentation.
  - Assist in the continuous improvement of project governance tools and processes.
11. Social Impact and Stakeholder Engagement
- Support the delivery of social impact initiatives, including assistance with event planning and delivery of core actions.
  - Assist in the preparation of stakeholder communication materials and engagement activities.
  - Help track and report on the outcomes and effectiveness of impact strategies.
12. Governance and Corporate Information System Improvement
- Assist with the preparation of reports and minutes for Board and Committee meetings
  - Contribute to the development and refinement of governance systems, tools, and practices.
  - Participate in cross-functional initiatives to strengthen accountability and transparency
  - Support the implementation of the Knowledge Management framework including cleansing of network drives and migration of data

## 5. Key capabilities

### Essential capabilities

Capability	Proficiency level
<p><b>Accountability and results focus</b> – Plans effectively and takes accountability for behaviour and results</p> <ul style="list-style-type: none"> <li>• Completes goals and activities that are aligned to team, business and GMCT strategic objectives</li> <li>• Understands the GMCT Strategic Objectives and GMCT Values</li> <li>• Follows GMCT process and completes work in a timely manner to expected standards</li> <li>• Identifies issues or roadblocks and escalates appropriately</li> <li>• Holds self to account for results and behaviour and accepts responsibility for outcomes</li> </ul>	Foundational
<p><b>Customer centricity</b> – Has the customer experience at the forefront of every decision and action</p>	Foundational

<ul style="list-style-type: none"> <li>• The customer is at the heart of every decision and action</li> <li>• Clearly understands who the customer is (internal and external)</li> <li>• Identifies and meets customer needs</li> <li>• Understands the drivers of GMCT customer satisfaction and how to positively influence these</li> </ul>	
<p><b>Digital experience</b> – Providing customers with seamless and consistent experiences, across all GMCT digital channels</p> <ul style="list-style-type: none"> <li>• Uses appropriate questioning techniques to understand the underlying issue/need for a customer</li> <li>• Draws on knowledge to provide accurate and appropriate information to customers</li> <li>• Clearly articulates how a product or service meets customers’ needs</li> <li>• Knows where and how to find additional resources to help the customer</li> <li>• Always acknowledges and engages the customer</li> <li>• Understands and respects varying cultural, religious, demographic (and other) backgrounds of customers</li> <li>• Understands how to drive and close sales</li> </ul>	Foundational
<p><b>Collaboration</b> – Builds and maintains positive relationships to enhance productivity and increase customer satisfaction</p> <ul style="list-style-type: none"> <li>• Awareness of key internal and external stakeholders, and how best to engage with them to achieve desired results</li> <li>• Forms strong relationships with immediate team</li> <li>• Works effectively as part of a team</li> <li>• Adopts a flexible, open minded approach to achieving own objectives whilst supporting the achievement of broader team objectives</li> <li>• Understands the importance of teamwork in achieving individual and team objectives</li> </ul>	Foundational
<p><b>Innovation</b> – Actively seeks out to create and take advantage of opportunities to improve business performance and the customer experience</p> <ul style="list-style-type: none"> <li>• Finds and uses information from a variety of sources when solving problems</li> <li>• Identifies everyday process improvements and comes up with innovative ideas within own role</li> <li>• Understands why learning from the past when planning for the future is important, and how a focus on the future relates to GMCT’s objectives</li> </ul>	Foundational

<b>Profession specific</b> – Knowledge, skills and experience that are required for non-industry professions <ul style="list-style-type: none"> <li>• Knowledge and understanding sufficient enough to handle routine tasks</li> <li>• Understands and can discuss terminology and concepts relating to the capability</li> <li>• Requires some guidance or supervision when applying the capability</li> </ul>	Foundational
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***\*PLEASE NOTE: The key capabilities will be further explored in the interview process***

## 6. Qualification, Relevant Skills and Experience

### Qualifications and experience

- Bachelor's degree in accounting or commerce

### Skills / abilities

- Demonstrated skills and experience in administration and knowledge of Microsoft Office software
- Strong time management skills with the ability to assess problems and propose solutions.
- Excellent interpersonal and communication skills that facilitate effective and professional communication with a wide range of people from varied backgrounds.
- Attention to detail and high level of accuracy
- Communicate effectively in both written and verbal form across all levels of the business
- Current Driver's license Current Driver's license

### Other requirements

- Strong listening skills.
- Strong work ethic.
- Focused, committed, responsible and accountable
- Ability to work in harmony with co-workers.
- Eager and willing to add to knowledge base and skills

### Technical skills

- Demonstrated skills and experience in the suite of Microsoft products - Excel, Word PowerPoint etc.
- Exposure to finance related systems – Preferred but not required

## 7. Key selection criteria

Applicants must address the following criteria in writing to be considered for this position. All selection criteria are essential.

- Bachelor's degree in accounting or equivalent
- Demonstrated skills and experience in administration and knowledge of Microsoft Office software
- Strong time management skills with the ability to assess problems and propose solutions.
- Excellent interpersonal and communication skills that facilitate effective and professional communication with a wide range of people from varied backgrounds.
- Attention to detail and high level of accuracy

## 8. Relevant physical requirements

Requirements	Frequency of occurrence (Check box where appropriate)				Comments
	Rarely 0% to 5%	Occasionally 6% to 33%	Frequently 34% to 66%	Regularly 67%-100%	
<b>Weights and forces</b>					
Lifting from floor to waist (<5 kg per item)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting at waist height (<5 kg per item)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting waist to above shoulder (<5 kg per item)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pushing (trolley weighing up to 50kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pulling (trolley weighing up to 50kg)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Moving equipment and/or furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Holding or supporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Above shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Whole body and lower limb movement</b>					
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff encouraged to alternate sit/stand for
Sitting - at desk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sitting – vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking – whilst carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking – on uneven ground	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing – stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing - ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Driving – passenger vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Computer – desktop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Computer - laptop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Upper body and upper limb movement</b>					
Reach - forward (>30cm from body)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reach - side (>30cm from body)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reach – above shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gripping or grabbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bending neck - looking up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bending neck - looking down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rotating neck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bending spine - forward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Bending spine - backward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Twisting spine to side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Writing with pen or pencil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Typing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Requirements	Frequency of Occurrence (Check box where appropriate)				Comments
	Rarely 0% to 5%	Occasionally 6% to 33%	Frequently 34% to 66%	Regularly 67%-100%	
<b>Sensory</b>					
Hearing – holding direct conversation and telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hearing – alarms, signals, disturbance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual – read printed material, signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual – read computer screens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Visual - driving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other</b>					

## 9. Declaration

A medical examination is required to ensure that you are placed in a position in which the duties required are safely within your capacity.

You are required under Section 41 of the Workplace Injury Rehabilitation and Compensation Act 2013 (“the Act”) to disclose all pre-existing injuries or diseases suffered by yourself and which you are aware may be affected by the nature of the proposed employment. The failure to disclose, or make a false or misleading disclosure, of a pre-existing injury or disease means that any recurrence, aggravation, acceleration, exacerbation and deterioration of the pre-existing injury or disease as a result of employment with Greater Metropolitan Cemeteries Trust does not entitle you to compensation under the Act.

**I have read and understood the requirements of this role and declare that I am able to perform the inherent requirements of the role outlined within.**

**Finance and Governance Graduate**

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**Signature**

**Print Name**

**Date**