



## Finance Officer – Job Description

Roles and responsibilities:

You have one hour to get the information on the order forms and prepare invoices (bills) for customers according to the packages they ordered

You are responsible for:

1. Keeping a record of all order forms and customer numbers you receive. (The Project Officers should pass the completed order forms to the Finance Team)
2. Working out the cost of each customer's order
3. Preparing an invoice for each customer (see the following page)
4. Keeping data on the numbers of each package ordered and preparing a report on the data. For example, which package was most popular? Which package was least popular?

To do this job you need to be good at:

- Reading forms for key information
- Maths (basic addition)
- Working as a team member

To do this job you will need:

- Copies of the invoice template/hard copies or on Word
- Pens
- Envelopes
- Copies of the order forms from the Project Officer once filled in by the customer
- A calculator



## Finance Team Record Sheet – Receipt of Order Forms received

Keep a record of Order Forms you receive in case one gets lost – you will have a record of whether it was received by the Finance Team. This will help you organise the invoices by keeping a record of customers for whom you have prepared an invoice.

*Example*

| Date     | Time order received | Order No | Customer Name | Invoice Prepared Yes/No |
|----------|---------------------|----------|---------------|-------------------------|
| 12/11/12 | 9:30                | 3        | Lucy          | Y                       |
| 12/11/12 | 9:42                | 2        | Steve         | Y                       |

[illegible]



Use the example below to help you work out what information you need to enter on the invoice.

## TAX INVOICE

### Big Smile Photography

ABN: 1234 5454566

Invoice No. **001**

Date **12/11/2012**

Customer Name: **Christine LATHAM**



| Date       | Order No. | Sales Rep. | Photo Shoot Time |
|------------|-----------|------------|------------------|
| 12/11/2012 | 1         | John Smith | 12:30pm          |

| Quantity | Item         | Description   | Total   |
|----------|--------------|---------------|---------|
| 1        | School Photo | Smile package | \$25.00 |
|          |              |               |         |
|          |              |               |         |
|          |              |               |         |
|          |              |               |         |
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|          |              |               |         |
|          |              |               |         |

|                    |              |
|--------------------|--------------|
| <b>BALANCE DUE</b> | <b>25.00</b> |
|--------------------|--------------|

Total price includes GST

Please pay within 14 days of receiving this account.



## TAX INVOICE

### Big Smile Photography

ABN: 1234 5454566

Invoice No.

Date

Customer Name:



| Date | Order No. | Sales Rep. | Photo Shoot Time |
|------|-----------|------------|------------------|
|      |           |            |                  |

| Quantity | Item | Description | Total |
|----------|------|-------------|-------|
|          |      |             |       |
|          |      |             |       |
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|          |      |             |       |

|             |  |
|-------------|--|
| BALANCE DUE |  |
|-------------|--|

Total price includes GST

Please pay within 14 days of receiving this account.



## Finance Team – Record Sheet

You must keep a record of the number and type of package ordered and prepare a short report on the data you collect. Use the tally system (IIII) to complete the form before answering questions about the data you collected.

### Finance Team – Smile Photography Record Sheet

School: \_\_\_\_\_ Date: \_\_\_\_\_

|                                  | Smile* | Grand* | Royal* | Portrait | Group |
|----------------------------------|--------|--------|--------|----------|-------|
| Number of packages sold          |        |        |        |          |       |
| Total of each                    |        |        |        |          |       |
| Total of all photographs ordered |        |        |        |          |       |

Use the completed order forms to help you complete the **Record Sheet**.

Before beginning check that the totals on this record sheet equal the number of orders received today.

Strategy:

Count the order forms individually to make sure you have the same number of order forms as recorded on your **Record Sheet**

### Data Analysis

Answer the following questions: (Packages refers to Smile, Grand and Royal photos)

What package sold the most? \_\_\_\_\_

What package sold the least? \_\_\_\_\_

What was the total number of packages sold? \_\_\_\_\_

Were there more orders for group or for portrait photos? \_\_\_\_\_

What was the total number of photos sold? \_\_\_\_\_ (include portrait and group data here)