

POSITION DESCRIPTION

Position:	Finance Officer
Reports to:	Executive Manager – Corporate Services
Direct Reports:	None
Status:	Part time
Location:	Richmond
Pay rates:	SCHADS Level 5 + 9.5% Superannuation + Salary packaging

ORGANISATION BACKGROUND

inTouch Multicultural Centre Against Family Violence provides services, programs and responses to issues of family violence in refugee and multicultural communities. By acknowledging the rights and diverse experiences of our clients, we develop and implement a number of culturally sensitive and holistic models for the provision of services to both victims and perpetrators of family violence. In tackling the issues of family violence we act on multiple levels – individual, relationship and community.

Vision

inTouch’s vision is for culturally diverse families to live free from violence.

Purpose

inTouch’s purpose is simple and clear – we are committed to changing lives, changing communities for the for better.

POSITION SUMMARY

The Finance Officer role will encompass all areas of the accounting support function and will have strong working knowledge of accounts payable, accounts receivable, payroll including salary packaging, account reconciliation, month end reporting including BAS, preparation of acquittals and support supplier and funder contract management. This role reports to the Executive Manager, Corporate Services, and is responsible for the day-to-day management of our financial transactions and procedures.

This role requires the incumbent to work under minimal supervision and show initiative in managing daily tasks.

KEY RELATIONSHIPS

Internal	Effective working relationship required with all inTouch staff and relevant internal committees including: Board Finance, Risk and Audit Sub-Committee; Executive Managers and Leadership Team.
External	Effective working relationships with all external relationships as delegated, including: financial institutions, funders, creditors, suppliers, salary packaging company, government and government agencies.

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POSITION ACCOUNTABILITIES

- Comply with all statutory and legislative requirements
- Control of Accounts Payable and Accounts Receivable processing
- Prepare financial reconciliations including bank, credit cards, petty cash
- BAS/PAYG lodgment and payment
- Fortnightly Payroll including salary packaging, superannuation and payroll tax
- Monthly processing of staff expenses and payments
- Budget preparation support
- Annual accounts preparation for external accountant
- Support supplier and funder contract management
- Support office equipment and resource management
- Preparation of acquittals and a range of reporting for Executive Managers and the Board
- Initiate opportunities to streamline business processes and implement them
- Day to day administrative duties

EXTENT OF AUTHORITY

Must work to organisational finance policies and procedures and in accordance with the company Delegation of Authority.

KEY SELECTION CRITERIA

- Minimum 5 years' experience
- Relevant qualifications in accounting and/or finance including CPA
- Strong working knowledge of book keeping, administrative and accounting principles for a medium sized not for profit organisation
- Extensive experience with MYOB, Microsoft Office programs
- Strict attention to detail and high level of accuracy
- Well-developed organisational skills
- Ability to work with initiative

SPECIFIC RESTRICTIONS/CONDITIONS

Must be physically capable to carry out administrative duties, involving extended periods of computer screen use.

Must be able to work occasionally outside of normal working hours to attend Board and Board Sub-Committee meetings.

HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and relevant inTouch policies;
- Contribute positively and proactively to team and organisation wide OH&S activities;
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

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CONDITIONS OF EMPLOYMENT

- The annual salary for this position is based on the inTouch Employee Union Collective Agreement (2007) and is negotiable depending on experience;
- The position will attract five (5) weeks annual leave per annum pro rata;
- Superannuation will be paid according to the Superannuation Guarantee (currently 9.5%);
- Salary packaging may be provided subject to the terms and conditions of the inTouch Salary Packaging Policy;
- Must be physically capable to carry out administrative duties, involving extended periods of visual display unit use.
- The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 referees, a national and/or international criminal records check, working with children check, proof of identity and qualifications. One referee must be from the most recent direct supervisor;
- Signing a Confidentiality Agreement is a personnel requirement of inTouch;
- The successful applicant will be required to disclose any pre-existing illness or injury that they know about which could be reasonably foreseen to be affected by the work duties described. Pursuant to s.82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, they will not be paid compensation for that condition;
- inTouch has a smoke-free workplace policy.

PRIVACY NOTIFICATION

The collection and handling of applicants' and the successful appointee's personal information will be consistent with the requirements of the Information Privacy Act 2000.

APPLICATION PROCESS

inTouch has an Equal Opportunity Exemption (H143/2018) and requests applications from women only.

To apply, send a short covering letter explaining why you are interested in this position and attach your CV and a brief (2 pages max.) document addressing the key selection criteria.

Email your application to recruitment@intouch.org.au

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