

POSITION DESCRIPTION

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| Position: | Finance Officer |
| Reports to: | Finance Manager |
| Status: | Part time 0.4/0.6 FTE |
| Location: | East Melbourne and Dandenong |
| Pay rates: | SCHADS Level 4 + 10% 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 better.

POSITION SUMMARY

The Corporate Services Team provides the support functions and technical guidance in specialist areas such as accreditation, finance, HR, infrastructure, projects etc. to ensure that inTouch operates effectively and efficiently and can respond to the changing external and internal environment.

The Finance Officer will support the Finance Manager with daily finance operations.

The incumbent will have a strong working knowledge of accounts payable, accounts receivable, payroll including salary packaging and account reconciliation, with a solid experience of MYOB and excel.

This role requires someone with a detailed methodical approach and the ability to work under minimal supervision to work collaboratively within the multi-disciplinary Corporate Services Team and the broader organization to achieve identified goals.

KEY RELATIONSHIPS

Internal Effective working relationship required with all inTouch staff.

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| Position Description Finance Officer | Effective Date | September 2021 | Version: 1.0 |
| Authorised by: Chief Executive Officer | Review Date | September 2023 | Page 1 of 4 |

External Effective working relationships with all external relationships as delegated, including financial institutions, creditors, suppliers, salary packaging company and government agencies.

POSITION ACCOUNTABILITIES

- Comply with all statutory and legislative requirements and inTouch policies and procedures
- Process accounts payable and accounts receivable accurately and timely
- Maintaining register for payments to clients and ordering vouchers for clients
- Processing of staff expenses and payments
- Support supplier and funder contract management
- Prepare standard month end journals
- Prepare financial reconciliations including bank, credit cards, petty cash
- Fortnightly Payroll including salary packaging and superannuation, as required
- Leave entitlement balance Report and trends
- Maintaining Portable Long Service Leave records and lodgment
- Maintain records for inTouch assets
- Assist with the audit
- Assist in the preparation of the budget particularly for corporate services
- Day to day administrative duties including maintaining digital approved records and receipts
- In addition to the above, any other duties that arise from time to time as directed by the Finance Manager

PEOPLE MANAGEMENT

Although there are no direct people management responsibilities for this role, it is expected that you ensure a safe work environment and compliance with inTouch policies and legislation

EXTENT OF AUTHORITY

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

KEY SELECTION CRITERIA

Essential

- Minimum 2 years' experience
- Relevant qualifications in professional accounting and/or finance
- Strong working knowledge of bookkeeping, administrative and accounting principles for a medium sized not for profit organization
- Solid experience with MYOB including payroll function, Microsoft Office programs especially excel
- Strict attention to detail and high level of accuracy and ability to solve financial related problems.
- Well-developed organizational skills
- Good communication skills
- Ability to work autonomously and as part of the team
- Ability to build strong partnerships / relationships with a wide variety of stakeholders

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|--|----------------|----------------|--------------|
| Position Description Finance Officer | Effective Date | September 2021 | Version: 1.0 |
| Authorised by: Chief Executive Officer | Review Date | September 2023 | Page 2 of 4 |

from diverse cultures

Desirable

- Speak a language other than English would be an advantage

SPECIFIC RESTRICTIONS/CONDITIONS

- Must be physically capable to carry out administrative duties, involving extended periods of computer screen use.
- Participate proactively in organisational initiatives
- Support other team members in periods of high demand and during periods of absence
- Ability to work from office and from home as per inTouch working arrangements

HEALTH, SAFETY & WELLBEING

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

QUALITY AND CONDITUINOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day-to-daywork in order to meet the organisation’s audit, contract and registration obligations
- Proactively apply your knowledge in the review and maintenance of policies, systems and processes
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach

CONDITIONS OF EMPLOYMENT

- The annual salary for this position is based on the inTouch Employee Union Collective Agreement (2020) 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 10%).
- 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

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|--|----------------|----------------|--------------|
| Position Description Finance Officer | Effective Date | September 2021 | Version: 1.0 |
| Authorised by: Chief Executive Officer | Review Date | September 2023 | Page 3 of 4 |

such a condition will mean that if employed, they will not be paid compensation for that condition.

PRIVACY NOTIFICATION

inTouch requires declarations and personal information relevant to your employment. 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 you CV and a brief (2 pages max.) document addressing the key selection criteria.

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|--|----------------|----------------|--------------|
| Position Description Finance Officer | Effective Date | September 2021 | Version: 1.0 |
| Authorised by: Chief Executive Officer | Review Date | September 2023 | Page 4 of 4 |