

WESTERN COMMUNITY LEGAL CENTRE LTD

Finance Officer Position Description

Job Title	Finance Officer
Classification	SCHCADS Level 5
Purpose	To undertake a full range of financial activities including (but not limited to) financial reporting, accounting, budgeting, payroll and asset management to ensure the effective and efficient achievement of the Centre's strategic goals.
Location	WEstjustice has three main locations – Werribee Office, Footscray Office and Sunshine Youth Office. The position will be based predominately at the Werribee office. Some travel may be required.
Reports to	CEO
Key relationships	Internal: Board, CEO, Senior Management Team and all staff External: Auditors, Australian Tax Office, Bank, Payroll, Salary Packaging
Scope	Budget: \$3.5million (approximate) Multiple funding sources including government, philanthropic and other Staff: 45 headcount
Key Responsibilities	<p>Finance Procedures</p> <ul style="list-style-type: none"> Assist in developing and maintaining financial procedures as per organisational standards and ensure its smooth implementation Ensure compliance with and keep abreast of changes in the law affecting financial activities <p>Payroll</p> <ul style="list-style-type: none"> Oversee fortnightly payroll and other employment-related tasks (ie. superannuation, WorkCover, salary packaging, leave entitlements etc.) Report to the CEO and GMO (General Manager Operations) all relevant employment and leave records and files Liaise with GMO to ensure accurate establishing of payroll system Posting monthly payroll journal End of year payroll reconciliations with Pay Office Systems (external payroll processing provider) <p>Procurement and Financial analysis</p> <ul style="list-style-type: none"> Work alongside GMO to review and analyse suppliers Seek relevant and economical suppliers Maintain registers of major suppliers, leases, venue hires, assets etc Broader financial analysis to assist its better operation and management of risk

	<p>Acquittals</p> <ul style="list-style-type: none"> • Prepare financial acquittal reports and other required documentation for funding bodies by the due date • Lodge all financial reports to funding bodies as required <p>Reporting and Budgeting</p> <ul style="list-style-type: none"> • Prepare monthly variance reports and other documentation for management and the Board • Assist with developing the annual budget of WEstjustice <p>Reconciliations</p> <ul style="list-style-type: none"> • Oversee and maintain the financial software system • Monthly balance sheet reconciliations • Manage cash flow between WEstjustice bank accounts, schedule payments to creditors and manage debtors • Reconcile income and finance requirements of various funders • Monitor, control and reconcile petty cash <p>Audit</p> <ul style="list-style-type: none"> • Prepare the audit documents as required by auditor (ie. end of year accounts) • Participate and provide relevant documents and information to the auditor on day of audit and other follow up • Implement all recommendations and improvements as per audit report <p>Other</p> <ul style="list-style-type: none"> • Participate in working groups and/or meetings where appropriate • Perform other duties as directed in keeping with the role
<p>Key Selection Criteria</p>	<p>Relevant knowledge, skills and previous experience</p> <ul style="list-style-type: none"> • Tertiary qualifications in Accounting (Bachelor and/or Masters degree) • Minimum of three years' experience in a similar position • Excellent written and oral communication and interpersonal skills • Risk management experience • Superior planning, organisational and problem-solving skills • High proficiency with financial management software (MYOB preferred) and Microsoft Office suite (particularly Word and Excel) in a MS Windows environment • Comprehensive understanding of Australian Accounting Standards and ability to understand and drill down through relevant financial reports • Prior experience in the not-for-profit sector <p>Personal attributes</p> <ul style="list-style-type: none"> • Self-motivated and energetic • Ability to work both independently and collaboratively in a team • Ability to work under pressure and to multiple priorities and deadlines • Analytical mind and close attention to detail • Flexibility and a can do attitude to changing work requirements • Demonstrated commitment to social justice and an understanding of the aims and philosophy of the Centre
<p>Desirable skills and competencies</p>	<ul style="list-style-type: none"> • Prior experience working with a range of non-financial staff • Prior experience in the Social and Community Services Industry with an understanding of Federal and State Government funding and experience in working with the associated EBAs • Prior audit experience