



**Position Title:** Payroll/Finance Officer

**Award:** Social, Community, Home Care and Disability Services Industry Award 2010 (38 hour week)

**Classification:** Level 4, Paypoint 1

**Employer:** Womens Centre for Health and Wellbeing Albury Wodonga Inc.

**Responsible to:** Chief Executive Officer

**Hours of work:** 15 hours a week (this to include a Wednesday).

This is an ongoing contract position contingent on funding and satisfactory performance appraisal.

A six month probationary period applies.

### **Position Context**

The Women's Centre for Health and Wellbeing Albury Wodonga Inc is a not for profit organisation that has been supporting women since 1986 by providing a social model of health care services. These services include generalist and domestic violence counselling, group programs, information, advocacy and referral, NILS program, Southern Women's Domestic Violence Court Advocacy Program, a women's clinic, social groups and activities such as Tai Chi and meditation. There are also other relevant services co-located at the Centre such as the NSW Rape Crisis that provide counselling for adult survivors of childhood sexual assault and a community legal service. The position requires a strong background in payroll and accounting, abilities in creative problem solving and time management for a demanding workload.

## Position Summary

The key function of this position is to provide the necessary support required for a small business, including responsibility for; accounts, payroll, preparation of monthly financial reports and assisting with budget preparation.

**This position requires the development of strong working relationships with:**

- Women's Centre for Health and Wellbeing staff, visiting practitioners and volunteers
- Women from the general public

## Specific Accountabilities

### A. Financial systems

#### Payroll

- Prepare fortnightly payment of staff wages and attend to all payroll requirements including Superannuation, Workers Compensation, Fringe Benefits, Withholding Tax, Group Certificates, Annual Summary and Balance Sheet Leave Provisions.

#### Accounts

- Ensure timely processing of accounts payable and receivable ready for signatories' approval.
- Ensure sufficient funds are available for all payments required by the Women's Centre.
- Ensure timely preparation and processing of BAS for electronic payment by Centre Manager.

#### Petty Cash

- Be responsible for petty cash disbursements. Balance petty cash fortnightly.

#### Reports

- Provide CEO with updated budget vs. actual income/expenses spreadsheet in advance of Board meetings (held third Wednesday of each month) enabling management to review budget expenditure.
- Provide CEO with reports/explanations of variations to income/expenditure against budget.
- Prepare monthly P&L and Balance sheets.

#### Budget

- Assist with budget preparation annually including determining the operational costs, setting payroll and estimating income.
- Assist with the review and updating of the budget as requested by CEO and Board of Management.

## Systems/Audit

- Accurately maintain all financial records in MYOB.
- Prepare financial information required for Annual Audit, Funding & Performance Agreements and Annual Returns to ATO.

## B. Administration Support

- Support the Reception/Administration worker in time of high workload and periods of leave as required which may include:
  - a. Greet clients as they arrive at the Centre. Notify service provider that the client has arrived.
  - b. Respond to telephone calls and take messages.
  - c. Refer enquiries to appropriate staff as required.

## C. Data Systems

- Collect and record statistics relevant to the position.
- Proper maintenance of the MYOB database.

## D. Communication

- Participate in internal supervision with the CEO.
- Work in partnership with the Centre's Reception/Administration worker to cover reception and respond to clients.

## E. Strategic Contributions

- Contribute to strategic planning.
- Participate in strategic activities, as required.

## G. Continuous Quality Improvement

- Attend professional development education in relation to payroll or finance duties.
- Participate in performance management and review as directed by the CEO.
- Contribute to development and review of policy and procedures relevant to the position.
- Assist in the development of procedures in relation to the position.
- Assist with Quality Improvement as required.

## **General Accountabilities**

1. Attend staff meetings monthly.
2. Abide by regulations of the Workers Health & Safety (WHS) Act and the centre policy and procedure manual.
3. Manage and maintain the financial systems and records for the association.
4. Maintain membership subscriptions.
5. Maintain property, equipment and other leasing arrangements.
6. Maintain the Asset Register.
7. Keep abreast of legal requirements relevant to financial responsibilities.
8. Undertake other duties as required and as requested by CEO.

## **Selection Criteria**

### Essential

- Qualification in accounting, bookkeeping or HR relevant to the position.
- Experience in payroll, bookkeeping and producing YTD and P&L reports.
- Experience with MYOB and advanced computer skills in Microsoft Office applications.
- Demonstrated ability to manage time and prioritise duties within the work environment.
- Strong communication and interpersonal skills.
- Understanding of and commitment to quality improvement initiatives.
- Ability to work independently and as part of a team.
- Adherence to confidentiality and privacy policies of the Women's Centre for Health and Wellbeing Albury-Wodonga Inc.
- Commitment to a social model of health and feminist issues

### Desirable

- Knowledge of health and welfare systems in the Albury/Wodonga region.
- Experience in the Not for Profit sector.

## **Application Process**

Written applications including; resume, addressing the selection criteria and with contact details for two professional referees should be submitted to:

Chief Executive Officer

Women's Centre for Health and Wellbeing Albury-Wodonga Inc

645 Olive Street

Albury NSW 2640

Email:

ceo@womenscentre.org.au

Applications should be received by 3.00pm on Friday 10<sup>th</sup> November 2017.

Please mark applications 'Private and Confidential'.

We welcome applicants from diverse cultures, with diverse abilities and practising diverse lifestyles, and consider being a woman as a genuine qualification for this position under Section 31 of the NSW Anti-Discrimination Act 1977. Relevant criminal record checks will be conducted on the recommended applicant.