

Job Title: Finance Officer (SCHADS Level 3)

Date: 1 May 2023

Reports to: MADCA Manager

Job Purpose: The Finance Officer is responsible for providing financial management and accounting services to the community centre. The Finance Officer will maintain accurate and timely financial records and reports, and ensure compliance with relevant financial regulations and policies.

Key Responsibilities:

- Manage and maintain the centre's financial records, including accounts payable, accounts receivable, and general ledger
- Reconcile bank accounts and credit card statements on a regular basis
- Prepare and process invoices, payments, and receipts
- Provide guidance and support to the admin staff in the accurate and timely processing of invoices and payments, and ensure compliance with relevant financial regulations and policies
- Manage petty cash transactions and maintain accurate records of petty cash expenses in accordance with organizational policies and procedures
- Process payroll and ensure compliance with relevant legislation and policies
- Monitor and report on the centre's budget and financial performance, including producing financial reports for the MADCA Manager and Management Committee
- Identify, assess, and manage financial risks and opportunities, and provide recommendations to the MADCA Manager and Management Committee
- Prepare and submit financial reports to funding bodies and other stakeholders as required
- Assist with the preparation of annual budgets and financial forecasts
- Ensure compliance with relevant financial regulations and policies, including GST, tax, and superannuation requirements
- Liaise with external stakeholders such as auditors, financial institutions, and government bodies
- Provide financial advice and support to the MADCA Manager and Management Committee as required
- Ensure compliance with relevant workplace health and safety regulations and policies, and report any hazards or incidents to the MADCA Manager

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Selection Criteria:

- Formal qualifications in Accounting or a related field
- At least 2 years of experience in a similar role, preferably in the not-for-profit sector
- Demonstrated experience in financial management and accounting, including accounts payable and receivable, general ledger, and financial reporting
- Experience in processing payroll and understanding of relevant legislation and policies
- Excellent attention to detail and accuracy in financial record keeping
- Strong analytical and problem-solving skills, with the ability to interpret financial data and produce reports
- Knowledge of relevant financial regulations and policies, including GST, tax, and superannuation requirements
- Excellent communication and interpersonal skills, with the ability to build positive relationships with internal and external stakeholders
- Ability to work independently and manage competing priorities
- Demonstrated experience with Xero and Microsoft Office
- Commitment to the values and mission of the community centre

Working Conditions: The Finance Officer will be required to work standard business hours, with occasional evening or weekend work as required. The role is based in an office environment at the community centre.

Salary and Benefits: The salary for this position will be in line with SCHADS Level 3, with salary packaging available. The community centre offers a range of benefits including flexible work arrangements, professional development opportunities, and a supportive and inclusive workplace culture.