

## Position Description

<b>Position Title</b>	<b>Finance Officer</b>
<b>Reports to</b>	Centre Manager
<b>Hours</b>	Part Time – 7.5 hours per week
<b>Location</b>	Vermont South Learning Centre
<b>Classification &amp; Salary range</b>	Neighbourhood House Employees (SCHCADS Award), <a href="#">Neighbourhood Houses &amp; Adult Community Education Centres Collective Agreement 2016.</a> Pay point depends on qualifications and experience.
<b>Conditions</b>	As per <a href="#">Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016</a> (or currently in force, if superseded)
<b>Employment Requirements</b>	Clear National Criminal History Check Valid Working with Children Check (Victoria) Australian Right to Work Check

### Vermont South Learning Centre Profile

Established in 1976, the *Vermont South Learning Centre* (Centre) is one of ten Neighbourhood Houses located with the Whitehorse Council district in Melbourne’s eastern suburbs.

The Centre offers programs and services in a friendly, purpose-built environment to meet the needs of the local community. These include adult education, lifestyle & recreational courses, children’s activities, a social enterprise café & catering, and room hire.

Training and community connection is our core business. As a Learn Local organisation the *Centre* offers subsidised Adult Education in Information Technology, Literacy and Numeracy including English as an Additional Language and Vocational courses. Lifestyle classes in Health & Fitness, Art, General Interest and Children’s Activities are also provided.

The facility’s spacious rooms are available for hire at affordable prices by community organisations or individuals for celebrations, meetings, groups and social support programs.

## **Mission**

To provide all participants with equal opportunities to learn, socialise, gain skills, and be employed in a friendly and supportive environment.

## **Vision**

An inclusive and supportive community where people of all ages and diversity can engage in a supportive and engaging environment.

## **Purpose of Position**

- Responsible for maintaining the centre's financial records and systems, including accounts payable and receivable.
- Responsible for processing of staff payroll and related tasks.
- Provision of support for annual budget and auditing processes.

## **Key Responsibilities**

### **1. Financial records and systems**

- Process all accounts payable and receivable and other required financial transactions efficiently and in accordance with relevant policies and accounting standards.
- Maintain accurate financial records and provide monthly reports to the Manager.
- Prepare financial reports for the annual audit process, ensuring its timely completion in line with the organisation's AGM timeframe.
- Assist with other relevant audit requirements as directed by the Manager or auditor.
- Manage petty cash and Café float and ensure cash on site is kept to minimum requirements at all times.
- Reconcile all bank accounts and petty cash balances monthly.
- Prepare GST accounts and submit Business Activity Statements within required timeframes.
- Prepare and submit relevant financial reports for six weekly Board of Management meetings and respond to associated queries as required.

### **2. Payroll and related tasks**

- Process fortnightly payroll for all staff.
- Maintain all payroll related records accurately and in a timely manner.
- Maintain up to date knowledge of relevant Awards and Enterprise agreements, as well as superannuation laws and rates, and inform the Manager of any relevant changes and updates.
- Maintain up to date knowledge of current payroll taxation laws, including PAYG tax.
- Prepare Superannuation and Workcover calculations and process monthly payments.
- Respond to payroll queries from staff and report relevant issues to the Manager.
- Provide employment agencies with relevant payroll information for their clients.
- Set up personnel files for all staff and update as required.
- Prepare and provide new employees with employment Starter Packs.

### **3. Budget, Grants and Funding Reporting**

- Support the Manager and Treasurer in the preparation of the annual budget, in accordance with organisational timelines.
- Prepare relevant financial reports for the Manager each month, identifying and reporting any budget variances or discrepancies, as required.
- Support the preparation and submission of financial accountability reports for all funding bodies, as specified in service agreements.
- Work with the Manager to support the preparation of funding submissions for Centre programs and new initiatives.

### **4. Relationships and Partnerships**

- Develop and maintain effective working relationships with local Council, partner organisations, other community stakeholders and key service providers.
- Develop and maintain positive relationships with community members.

### **5. General Duties**

- Be the initial point of contact for enquiries about day to day finances for the centre.
- Assist with reception and front-of-house duties as required, including:
  - Welcoming participants and visitors to the centre
  - Providing information, referral, and assistance to the public
  - Supervising volunteers and reporting any issues of concern to the Manager

### **3. Organisational Relationships**

- Responsible to: Centre Manager
- Collaborates with: VSLC staff and Board, external stakeholders and partners

### **4. Key Selection Criteria**

- Qualification in Business, Accounting and/or proven experience in Book Keeper/Finance roles.
- Experience and strong proficiency with MYOB and Excel software.
- Proven ability to effectively maintain financial systems and processes.
- Working knowledge of relevant employment and financial management laws and regulations.
- Demonstrated experience and a good knowledge and understanding of budget processes.
- Strong organisational and time management skills.
- Ability to work effectively in a team environment and in a consultative manner.
- Strong attention to detail and self-motivated, with an intrinsic desire to strive for excellence.
- Highly developed communication skills and well developed ability to work with diverse populations, and with a broad range of stakeholders.

#### **Highly regarded:**

- Previous work experience and a good understanding of Neighbourhood Houses and the Not for Profit sector.

I have read, understood and agree to carry out the duties outlined in the above position description.

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Signature of Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Manager: \_\_\_\_\_