



POSITION DESCRIPTION

Position Title: Finance Officer/Accountant

Location: 2/31 Princes Hwy, Dandenong 3175

Hours: 15.2 hours per week

Duration: Ongoing (after 6 month probation period)

Salary: Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. Social and Community Services – Level 6 Pay point 1.

Salary packaging provisions apply.

Accountability: The position reports to the Chief Executive Officer/Operations Manager

Organisational Context

Women's Health in the South East (WHISE) is the regional women's health service for the Southern Metropolitan Region of Melbourne.

Women's Health Services are based on an understanding of health within a social context and recognise that:

- health factors are determined by a broad range of social, environmental and economic factors;
- differences in health status and health outcomes are linked to a range of factors including gender, sexuality, socio-economic status, ethnicity and disability;
- health promotion, prevention, equity of access and strengthening of community and primary health care are necessary along with other health treatment services.

Scope

Like all staff at Women's Health in the South East, the Finance Officer contributes to the organisation in a manner that supports achievement of the overall strategic directions of Women's Health in the South East as outlined in the Strategic Plan.

The Finance Officer reports to the Chief Executive Officer and Operations Manager and is responsible for payroll, accounts payable, accounts receivable, cash control,

staff file maintenance and financial management reporting. The Finance Officer must work within the constraints of Australian Standards as well as Taxation Legislation.

Qualifications

Essential: A tertiary qualification in Accounting or other relevant course (eg Business/Accounting or Commerce)

Key Selection Criteria

Essential:

1. Extensive bookkeeping/accounting experience and skills
2. Familiarity with accrual accounting processes
3. Sound knowledge and experience of the accounting package Xero
4. Excellent computer skills including advanced MS Excel skills
5. Sound general mathematical skills
6. Strong attention to detail
7. Well developed communication and interpersonal skills
8. The ability to work autonomously as well as in a team environment
9. Well developed time management skills
10. Commitment to and understanding of women's health from a feminist perspective

Highly Desirable:

1. Bookkeeping/accounting work experience in the "Not for Profit" sector

Major Duties/Responsibilities:

Plan, implement and maintain comprehensive financial systems in order to ensure that WHISE's finances are maintained in an accurate and timely manner. Support the organisation's current operations and future development.

- Implement and maintain financial policies and procedures
- Establish & maintain cash controls
- Establish, maintain and reconcile the general ledger
- Monitor and control cash reserves & investments
- Reconcile bank accounts to bank statements
- Establish and maintain debtor & creditor accounts
- Process and pay supplier accounts
- Process and receipt debtor accounts
- Ensure transactions are properly recorded in Xero
- Establish & maintain Fixed Asset register

- Process fortnightly payroll (including salary packaging)
- Meet Department of Health reporting requirements
- Meet WHISE's tax obligations (including FBT)
- Prepare the annual budgets with the CEO
- Prepare monthly financial statements for the CEO, Finance and Audit Committee and Board of Governance including variance analysis. Reports include profit and loss statements, balance sheets, cash flow forecasts, budget analysis and commentary
- Attend monthly Finance and Audit Committee meetings
- Ensure transactions are properly recorded and entered into Xero
- Assist external auditor with annual audit
- Maintain computerised accounting system
- Prepare & maintain project accounts
- Maintain financial and human resource files and records
- Information technology oversight and liaison with external IT service contractor
- Responding to building or office issues that arise as relevant
- Act as Company Secretary including secretarial support for AGM

Other responsibilities include to:

- Understand and comply with the WHISE OHS policy and procedures and the legislative requirements relevant to this position
- At all times treat other staff with courtesy and respect
- Maintain adequate records and provide reports as may be required
- Take a continuous quality improvement approach to your work and participate in QI activities of the HP team and the Organisation as relevant
- Undertake other duties as directed which fall within the scope of the position and the skills of the position holder

Other Requirements:

- The successful applicant will be required to undertake a police records check and Working with Children check. Appointment is subject to the outcome of these checks.
- All employees are required to sign and comply with WHISE's Code of Conduct - Code of Behaviour in the Workplace and Confidentiality and Privacy.
- All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced into the workplace to improve Occupational Health & Safety.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or diseases that might be affected by employment in this position.
- Salary Packaging arrangements are available to all staff.
- This position description operates in conjunction with and forms part of the relevant individual performance development review plan. An initial review will take place six months following commencement of employment and then on an annual basis
- This position is offered subject to ongoing funding from the Department of Health.

Employee Name

Employee Signature _____ Date _____

Employer Representative

Employer Representative Signature _____ Date _____

Updated: Jan 2019