

Finance Coordinator

Position Description



SPRINGVALE COMMUNITY
AID & ADVICE BUREAU

Position purpose:	Ensure the operations of SCAAB are supported and underpinned by sound financial practices.
Reporting to:	Operations Manager
Direct reports:	Finance Staff and Volunteers from time to time
Location:	5 Osborne Avenue, Springvale
Award Classification:	Social & Community Services Employee (Level 6.3): Community, Home Care and Disability Services Industry Award (SCHADS)
Hours:	22.8 hours per week
Duration:	Ongoing (subject to funding)

Springvale Community Aid and Advice Bureau

Springvale Community Aid and Advice Bureau (SCAAB) is a non-profit community based organisation, serving the southeast region of Melbourne for more than 30 years. Services currently offered include support for refugees and newly arrived migrants, employment services, child support, counselling, emergency relief, financial counselling, volunteer coordination as well as several youth specific services including a housing support service. These services are delivered by our Youth & Settlement Services and Pathway & Support Services units.

Our model of service provision ensures that information provision and crisis intervention work undertaken by us is reviewed for emerging patterns and trends, and that issues requiring structural change or political intervention are identified and addressed through advocacy, community education, social policy and social research initiatives. Advocacy and social policy work, in turn, informs the development of new SCAAB services.

Vision

A socially just community, in which all people have access to resources, are empowered and have their human rights respected and protected.

Mission

To provide information, connection and support services as a gateway into the broader community service system for people in the City of Greater Dandenong and surrounds.

Values

Respect, Dignity, Compassion, Quality, Innovation, Choice, Diversity, Partnerships

POSITION CONTEXT

This position sits within the SCAAB Operations team that provides effective and efficient support to SCAAB's Youth & Settlement Services and Pathway & Support Services units.

POSITION OBJECTIVES

The Finance Coordinator is responsible for the administration of SCAAB's financial system, preparation of SCAAB's financial reporting and overseeing SCAAB's payroll administration. This includes planning and monitoring budgets, revenues and expenses to comply with approved internal and external policies.

The Finance Coordinator reports to the Operations Manager and supports the Executive Management Team which meets fortnightly to review the current performance of SCAAB's service units and the organisation.

DUTIES & RESPONSIBILITIES

Financial management, budgeting, reporting and forecasting

Reporting to the SCAAB Operations Manager is responsible for the following:

- Production of SCAAB's financials including:
 - ▶ Key financial reports (Balance Sheet, Profit & Loss)
 - ▶ Cash flow and the investment of surplus funds in approved securities
 - ▶ Oversight of accounts receivable and accounts payable
 - ▶ Oversight of procurement for operating and capital expenditure.
- Monitor operating budgets and identify issues for attention or corrective action.
- Provide timely, accurate and relevant monthly financial reporting and forecasting to the Executive Director and Board of Management.
- Proactively advise and support Service Unit Managers on their financial management including
 - ▶ Planning
 - ▶ Financial forecasting, budgeting and monitoring.
- Provide strategic advice to the Operations Manager and Director regarding a range of financial matters e.g., depreciation policies, capital budget formulation, fraud prevention, risk management, etc.

Grant administration

- As directed by the Operations Manager, fulfil administrative obligations required internally and by the relevant funding bodies, particularly in regard to financial acquittals and the collection of statistics. This includes the maintenance of appropriate records and data.
- Issue invoices promptly to funding bodies as required by contract.
- Prepare an annual schedule of grants contracts and contract requirements.

Payroll coordination

- Oversee timesheets and preparation of wages for all employees fortnightly.
- Notify staff in a timely manner regarding changes to pay arrangements (e.g., public holidays, close down periods etc).

- In consultation with the SCAAB Operations Manager, undertake the following.
 - ▶ maintain the current record of annual, sick and long service leave entitlements.
 - ▶ process payment of monthly Superannuation liability.
 - ▶ ensure annual Work Cover remuneration is paid.
- Provide advice to the Operations Manager on payroll matters.

Financial coordination

- Oversee the entry of financial records onto MYOB.
- Prepare monthly trial balance in readiness for Board of Management meetings.
- Prepare the bank reconciliation for all bank accounts monthly.
- Oversee the use of petty cash, balancing and arranging reimbursement as required.
- Oversee the use of credit cards.
- Reconcile receipt record with cash, cheques and electronic records and do the banking on a daily basis.
- Lodge BAS statements and payments.
- Arrange the collection of outstanding fees.

Financial operations projects

- In consultation with the SCAAB Operations Manager, prepare the financial records for the annual audit within the guidelines set out by the Auditor and Board of Management.
- Take on financial projects, consistent with the position, as directed by the Operations Manager.

Financial administration

- Undertake general financial administration duties when required.

Internal/External Relations

- Attendance and support to Executive Management Team as required.
- Maintain working relationships on behalf of SCAAB with the ATO, insurance providers, independent auditors, etc.
- Attend relevant finance and risk management seminars.
- Engage in professional development.

Please address the following key selection criteria in your application.

KEY SELECTION CRITERIA

Essential

KSC 1	Demonstrated experience in most of the key duties.
KSC 2	Strong math, problem-solving and critical-thinking skills.
KSC 3	Excellent oral communication, negotiating and interpersonal skills, including the ability to clearly communicate with relevant internal and external stakeholders.
KSC 4	Technologically savvy and the ability to design and implement effective systems and practices.
KSC 5	Independently manage time, prioritising and planning work to meet set timelines. This includes demonstrated experience in being able to cope with periods of constant change.
KSC 6	Demonstrated experience with MYOB general ledger and payroll software.

Desirable

KSC 7	Academic qualifications in commerce, accounting, business or an equivalent discipline.
KSC 8	Good understanding of issues relating to community based and not-for-profit organisations.
KSC 9	Member of recognised accounting organisation (CPA, CA)

CONDITIONS OF EMPLOYMENT

A probationary period will apply for this position.

The successful applicant must consent to a Police Record check.

Position Developed: October 2011

Approved (Executive Director/Manager)

Signed Off (Worker)

Date: _____

Date: _____