

Information for Applicants

Position: **Domestic and Family Violence Services – Financial Administrator**

Employment Basis: Permanent Part-time

Ordinary Hours: Up to 28 hours per week, to be worked weekdays, days and times of work negotiable.

Award: Social, Community, Home Care and Disability Services Industry Award 2010

Classification: Social and Community Services Employee - Level 5

Pay Rate Range: \$49.28 - \$51.51 (depending on level of experience applicable to the role)

To apply, please provide:

- a cover letter, addressing all of the “selection criteria” outlined at the end of the attached Position Description;
- an up-to-date resume;
- contact details for two recent employment referees, one from a current or previous supervisor;
- your NSW Working With Children Check number and date of birth (for verification purposes);
- a recent Criminal Record Check if available.

Email your Application to employment@warrina.org.au with the subject heading ‘Financial Administrator’.



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PO Box 2027 Coffs Harbour NSW 21450



Position Description

Position:	Financial Administrator
Reports to:	Finance & Governance Co-ordinator
Award:	Social, Community, Home Care and Disability Services Industry Award 2010
Classification:	Social and Community Services Employee; Level 5
Hours of Work:	As per the Contract of Employment

Position Context:

Warrina Domestic & Family Violence Specialist Services Co-operative Ltd (Warrina) is a not-for-profit organisation providing a range of support services for women and children who are experiencing domestic and family violence

The *Coffs Harbour, Bellingen and Nambucca Homelessness Support Service for Women* is funded by Department of Communities and Justice under the Specialist Homelessness Service (SHS) program. The service provides crisis accommodation in the Women's and Children's Refuge, and case management and support services to women and dependent children affected by domestic and family violence and/or homelessness.

The *Coffs-Clarence Women's Domestic Violence Court Advocacy Service (WDVCAS)* is funded by Legal Aid NSW to cover the Coffs Harbour, Grafton and Maclean Local Courts. The service provides information, referral, advocacy and support to women and children who are experiencing domestic violence; co-ordinates the Safety Action Meetings for the Coffs-Clarence Local Area Command; and provides the Family Advocacy and Support Service and case management services. Staff operate from offices in Coffs Harbour and Grafton.

Safer Futures is funded and accredited by Department of Communities and Justice. The service delivers a Men's Behaviour Change Program, through individual and group sessions, and works with men who have used violence in their past or present relationships to reduce re-offending and address their use of violence. The program is supported by the Women and Children's Advocate, who provides a voice to the stories and experiences of family members impacted by a man's choice to use violence against them.

The *Staying Home Leaving Violence (SHLV)* program is funded by Department of Communities and Justice. The SHLV supports women and dependent children to remain in their homes after ending a violent relationship; providing case management and implementing physical security measures.

A number of small grant-funded or partnership projects supporting women and children in the community.

Purpose and Function:

The position requires a background in financial administration of a multi-service organisation within the community sector, including experience with payroll, accounts payable, accounts receivable, financial reporting and budgeting.

Core Responsibilities:

- Financial operations and reporting activities;
- Support the Finance & Governance Co-ordinator and other team members as directed;
- Assist with day-to-day office management and administration.

Financial Operations and Reporting

- Assist with the development and review of financial systems and processes, with a focus on legislative and contractual compliance;

- Implement and maintain systems and processes for the financial operations of the organisation;
- Review invoices and payment requisitions, and prepare payment of accounts in a timely fashion;
- Prepare fortnightly payroll for all staff using approved systems;
- Prepare banking of cash receipts;
- Assist with management of cash flow and investments to maximise interest income;
- Prepare monthly BAS and superannuation reports and payments;
- Prepare monthly accounts to trial balance;
- Prepare financial reports for management, Board of Directors, funding bodies, and other parties as required;
- Prepare annual budgets for each service and the organisation;
- Prepare annual PAYG Summaries, Fringe Benefit Tax reports, and Workers Compensation Insurance declarations;
- Prepare accounts for annual audit.

Finance & Governance Team Support

- Assist and support the Finance & Governance Co-ordinator and other team members as directed with:
 - . Human resources management;
 - . Co-operative Secretary duties;
 - . Quality management and compliance activities;
 - . Information technology management;
 - . Funding submissions and fundraising activities.

Office Management and Administration

- Assist with general office management and administrative tasks within the team;
- Utilise all data and record keeping systems effectively and accurately;
- Approve expenditure according to organisational policy. Submit accounts to the Financial Administrator in a timely fashion;
- Conduct routine risk assessments. Regularly and frequently review the work environment, identify and address any apparent safety issues.

General Responsibilities:

- Maintain an understanding of relevant legislation, funding guidelines and policies, including those relating to privacy, employment, tax, superannuation, worker's compensation, charitable fundraising, co-operatives. Maintain familiarity with current policies, guidelines, research, and other resources, as they relate to the organisation and its services;
- Comply with organisational policies and procedures;
- Prioritise workload and meet deadlines;
- Monitor and actively manage work and personal stress to promote personal well-being in the workplace;
- Proactively engage in supervision and performance appraisals;
- Participate in staff meetings and staff development activities;
- Work collaboratively and communicate effectively with other staff, clients, management, other service providers and the community;
- Produce reports and documents as directed;
- Other duties consistent with the position, as directed by the Finance & Governance Co-ordinator

Key Accountabilities:

- Demonstrate financial skills with a great degree of accuracy;

- Demonstrate self-direction and initiative;
- Model professional boundaries and ethical standards in interactions with clients, staff and service providers;
- Engage with women from diverse backgrounds and their communities;

Organisational Relationships:

- Finance & Governance Coordinator;
- Operations Manager;
- CEO;
- Board of Directors;
- Other Staff of the organisation.

Other Relationships:

- Funding Bodies
- Partnership Organisations & Stakeholders
- Government Agencies
- Other Community Service Providers

Physical Demands and Work Environment:

- Due to the nature of the service, there is an inherent risk of violence in the work environment. Organisational policies and procedures are in place to manage the risk to workers and clients.
- The position requires travel between the office and other locations on a regular basis as a normal part of duties.

Conditions of Employment:

The conditions of employment are those that apply under the Social, Community, Home Care and Disability Services Award 2010, the National Employment Standards, and the Contract of Employment.

Selection Criteria

Essential Criteria

- Capacity to work unsupervised and to prioritise workload;
- Experience in financial operations of a multi-service organisation, including moderately complex payroll, accounts payable, accounts receivable, financial reporting, and budgeting;
- Excellent organisational, administrative and time-management skills;
- Excellent working knowledge of Xero (or similar accounting software), Excel and Word;
- Excellent IT skills;
- Good communication and negotiating skills;
- Demonstrated understanding of relevant legislation, including privacy, employment, tax, superannuation, worker's compensation, charitable fundraising, and co-operatives;
- Ability to pass the Working with Children Check and Criminal Record Check;
- Current NSW driver's licence.

Desirable Criteria

- Experience with Apple computers and phones;
- Experience with Employment Hero or similar employee management software;
- Knowledge and experience in asset management;
- Experience in promotion or fundraising;
- Access to private vehicle for work use.