

Information for Applicants

Position:	Finance & Governance Coordinator
Employment Basis:	Permanent
Ordinary Hours:	28 hours per week, to be worked between 8:30am - 5:00pm Monday to Friday or as agreed.
Pay Rate:	SCHADS Award; Social and Community Services Employee Level 7 Range \$63.13 - \$65.77, depending on experience

Warrina DfVSS provides support services aimed at reducing the incidence and impact of domestic & family violence on women & children.

We are seeking a highly organised and detail-orientated **Finance & Governance Coordinator** to join our dynamic team and make a meaningful impact to the success of Warrina DfVSS, a non-government organisation dedicated to empowering women and children to live free of violence and abuse.

This position is responsible for ensuring reliable, timely and accurate finance and governance operations to ensure the wider organisation can focus on the vital work we do in our community. By enacting feminist leadership to the finance and administration team, you will share power, decision making and empower your staff to operationalise their strengths to maintain the essential stability needed for the compliment of services offered across Warrina DfVSS.

The Finance & Governance Coordinator will work with the executive team consisting of the Chief Executive Officer and the Operations Manager, and through collaboration with the service coordinators ensure the delivery of services meets program specifications along with compliance and legislative requirements. It is through this strong sustainable framework that you will support Warrina DfVSS to achieve its mission in supporting women to understand and recover from the effects of violence in their relationships as well as working with our community to promote respectful relationships and recognise and reject all forms of violence, including working with men to end their use of DFV.

Our organisation prioritises supportive working conditions and a collaborative atmosphere, as well as **Salary Sacrifice** options available.

Being a woman is a genuine occupational qualification for this position under Section 31 of the Anti-Discrimination Act 1977. Applicants must have experience working with women who have experienced domestic violence.

To apply, please provide:

- A cover letter, addressing the “*Essential Criteria*” as detailed in the position description, and how your skills, training and experience will align with the position description.
- An up-to-date resume;
- Contact details for two recent employment referees, one from a current or previous supervisor.



- NSW Working with Children Check number and date of birth (for verification purposes);
- A recent Criminal Record Check if available.

Please refer to our website for applicant information, position description and essential criteria <https://warrina.org.au/get-involved/>. Please follow the guidelines for your application.

Applications should be emailed to employment@warrina.org.au by 5pm **Monday 24th of August 2026**. Successful applicants will need to be available for interview on **Tuesday 1st of September 2026**.

Warrina DFVSS is funded by the NSW Department of Communities and Justice and Legal Aid.



Position Description

Position:	Finance & Governance Co-ordinator
Reports to:	Chief Executive Officer (CEO)
Award:	Social, Community, Home Care and Disability Services Industry Award 2010
Classification:	Social and Community Services Employee; Level 7
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.

Warrina currently manages the following services:

- The *Coffs Harbour, Bellingen and Nambucca Homelessness Support Service for Women*: funded by Department of Communities and Justice under the Specialist Homelessness Service (SHS) program. It incorporates the Women's and Children's Refuge and Outreach Services, the Specialist Children and Young Persons program and the Core and Cluster Service. The SHS team provide crisis accommodation, 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): 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; includes the Local Co-ordination Point for the Coffs-Clarence Local Area Command; 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*: funded and registered 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 increase accountability and build capacity for changed behaviour. The program is supported by the Women and Children's Advocate, who provides a voice to the stories and experiences of the family members impacted by a man's choice to use violence against them.
- The *Staying Home Leaving Violence* (SHLV) program: funded by Department of Communities and Justice. The SHLV supports women and dependent children to remain in their home, or a home of their choice, 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.

Warrina is a co-operative governed by an elected Board of Directors, who meet monthly. The organisation is a registered Charity and Deductible Gift Recipient.

The Executive Team consists of the Chief Executive Officer, the Operations Manager, the Finance & Governance Co-ordinator. The Executive Team works closely with the Service Co-ordinators to ensure the delivery of services according to program specifications.

The organisation employs around 35 staff in full-time, part-time, temporary and casual positions. Staff operate from various locations, and provide services across the Coffs Harbour, Bellingen, Nambucca, and Clarence local government areas.

Purpose and Function:

The aim of the organisation is to provide continuum of confidential, culturally and individually sensitive support services to women and children, in collaboration with government and non-government agencies, to reduce the effects of domestic and family violence.

The Finance & Governance Co-ordinator is responsible for financial management and reporting, secretarial support to the Board of Directors and Co-operative, and management of all organisational support services for the organisation.

All staff are required to work collaboratively and within a feminist framework. This position requires an understanding of the gendered nature of domestic and family violence and the impact of exposure to domestic and family violence on children.

Core Responsibilities:

- Financial management and reporting activities;
- Co-ordinate Human Resources management;
- Manage secretarial support for the Board of Directors and Co-operative;
- Co-ordinate quality improvement and compliance activities for the organisation and its services;
- Co-ordinate Information Technology systems and support for the organisation;
- Manage fundraising activities;
- Co-ordinate staff supervision, appraisal and development activities for the Financial & Governance team;
- Oversee day-to-day office management and administration activities.

Financial Management and Reporting

- Develop, implement, review, and maintain policies, systems and processes for the financial management of the organisation, and ensure compliance with relevant legislation;
- Oversee and ensure the review invoices and payment requisitions, and prepare payment of accounts in a timely fashion;
- Oversee the preparation of fortnightly payroll for all staff, including payment of Salary Sacrifice Fringe Benefits;
- Oversee and ensure the banking of cash receipts;
- Manage cash flow and investments to maximise interest income;
- Oversee and ensure the preparation of monthly BAS and superannuation reports and payments;
- Oversee and ensure the preparation of 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.

Human Resources Management

- Develop, implement, review and maintain policies, systems and processes for human resources management, and ensure compliance with relevant legislation;
- Support the Executive Team with staff recruitment activities, and oversee staff onboarding;
- Manage staff contracting;
- Support the Executive Team with staff grievance and complaints procedures and workers compensation claims.

Co-operative Secretary

- Develop, implement, review, and maintain policies, systems and processes for the management of Co-operative matters, and ensure compliance with Co-operative legislation;

- Oversee and ensure the management of membership registers and documents, and distribute notices to members as required;
- Oversee and ensure the collation, preparation, and distribution resources and documents for meetings of the Board of Directors and the Co-operative;
- Ensure accurate minutes are taken for the meetings of the Board of Directors and the Co-operative.

Quality Management and Compliance

- Support the Executive Team to develop, implement, and review policies and procedures for the organisation and its services, and ensure compliance with all accreditation, funding agreement, and legislative requirements.
- Support the Executive Team to develop governance and planning documents for the CEO and Board of Directors, including strategic plan, operation plan, and governance calendar;
- Co-ordinate accreditation activities, including: Australian Service Excellence Standards; National Registration System for Community Housing; Child Safe Organisation compliance review; and Safer Pathways Information Sharing compliance review;
- Co-ordinate quality management activities, including asset stocktake, administrative systems audit, IT security audit, and workplace health and safety audits;

Information Technology

- Co-ordinate the development information technology systems for the organisation, and ensure compliance with relevant legislation, funding agreements and organisational policy;
- Oversee the implementation of systems and assist the Executive Team to access relevant staff training resources;
- Support the Executive Team with the use of information technology systems provided by funding bodies.

Fundraising

- Co-ordinate the development of fundraising strategies and partnerships (in consultation with the CEO) to increase specific- and general-purpose donations to the organisation, and ensure compliance with fundraising legislation;
- Co-ordinate the implementation of fundraising strategies as directed;
- Co-ordinate the expenditure of specific-purpose donations and grants as directed.

Supervision, Support and Team Development

- Provide ongoing supervision, support and debriefing to Financial & Governance staff, and identify requirements for external supervision as required;
- Undertake staff appraisals for Financial & Governance staff, in accordance with organisational policy;
- Manage and monitor Financial & Governance staff workloads and work schedules;
- Ensure Financial & Governance staff fulfil the requirements of their position's descriptions;
- Convene and co-ordinate Financial & Governance staff team meetings on a regular basis;
- Co-ordinate Financial & Governance staff development and training activities.

Office Management and Administration

- Develop, implement, review, and maintain appropriate administrative systems, processes and documents for the organisation and its services;
- Oversee general office management and administrative tasks within the Financial & Governance staff team.

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, and tenancy. 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 as directed;
- 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 required by the CEO.

Key Accountabilities:

- Demonstrate skills in financial management, human resources management, secretarial duties, quality improvement, information technology, and office management;
- Demonstrate supervision, mentoring, and conflict resolution skills;
- Demonstrate self-direction and initiative;
- Model professional boundaries and ethical standards in interactions with clients, staff and service providers.

Organisational Relationships:

- Board of Directors of Warrina;
- CEO of Warrina;
- Executive Team of Warrina;
- Service Co-ordinators;
- Financial & Governance team staff;
- Other staff of the organisation.

Other Relationships:

- Clients of the organisation's services;
- Other service providers;
- Peak bodies of the organisation's services;
- Funding bodies of the organisation's services.

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.
- Due to the nature of the position, the work is required to be carried out onsite.
- The position requires travel between the office and other locations on a frequent 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:

The organisation considers that being female is a genuine occupational qualification under Section 31 of the Anti-Discrimination Act 1977 (NSW).

Essential Criteria

- EITHER tertiary qualifications in accounting plus a minimum 3 years' experience in financial management of a multi-service organisation, including moderately complex payroll, accounts payable, accounts receivable, financial reporting, and budgeting; OR minimum 5 years' experience demonstrating equivalent knowledge and skills;
- Experience in Human Resource management;
- Demonstrated capacity to work unsupervised and to prioritise workload;
- Demonstrated leadership and management skills, including conflict resolution;
- Excellent organisational, administrative and time-management skills;
- Excellent working knowledge of Xero or MYOB, and Microsoft Office;
- Excellent IT skills;
- Excellent communication and negotiating skills;
- Demonstrated understanding of relevant legislation, including privacy, employment, tax, superannuation, worker's compensation, charitable fundraising, co-operatives, and tenancy.
- Experience in policy development;
- Ability to deliver services in accordance with organisational policies and procedures;
- Ability to pass the working with children check and a criminal record check

Desirable Criteria

- Experience with Employment Hero or similar employee management software;
- Understanding of the issues impacting on women and children experiencing domestic and family violence;
- Previous experience working in a not-for-profit organisation and knowledge of compliance requirements with funding agreements;
- Experience in fundraising management;
- Experience in policy development;
- Current NSW driver's licence and access to a comprehensively insured private vehicle for work use.