

POSITION DESCRIPTION

POSITION:	Finance Officer
EMPLOYMENT TYPE:	7.6 hours per week (equivalent to 1 day per week) 1 year contract, dependent on funding
POSITION HOURS:	As agreed
REPORTS TO:	Chief Executive Officer
AWARD:	Social Community Home Care and Disability Services Award (SCHCADS)
AGREEMENT:	Multi-Business Agreement (MBA)
REMUNERATION:	SCHCADS Award Rate up to Level 5.1 depending on experience (up to \$84,849 pro rata)

ABOUT THE ORGANISATION

The Northern Community Legal Centre (NCLC) is a dynamic not-for-profit community legal centre which operates in one of the fastest growing areas of Melbourne, and has a significant catchment including the Moreland, Hume and Mitchell Shire Local Government Areas. The NCLC operates from a central office located in Broadmeadows with outreach clinics to other service areas. NCLC ensures services accessible to all the community by providing legal advice, education and referrals. However, NCLC recognises that there are members of our community who suffer serious disadvantage and has prioritized marginalized people who have the least resources and ability to access legal assistance including; newly arrived and refugees; survivors/victims of family violence, young people, people with mental health issues, and have aligned our service delivery accordingly.

NCLC employs over 20 staff to provide advice, casework, community legal education, community development and administrative support to priority clients, including victims of family violence, refugees and the newly arrived, people diagnosed with a mental illness, young people aged 25 and under and other people facing systemic barriers. Our main office is in Broadmeadows and we assist clients at a range of outreach locations.

POSITION OBJECTIVE

The Finance Officer is responsible for maintaining NCLCs accounting system, accurate recording of all financial transactions, fortnightly payment of wages and the preparation of meaningful and accurate financial reports to the Board, management team and funding bodies.

The Finance Officer will work closely with the Administration Manager to support NCLC's Management Team and gain an in-depth knowledge of our funding programs and related financial reporting. You will work with, and support the Chief Executive Officer, to ensure strong and transparent financial management is maintained and systems and processes are improved through regular reviews and audits.

The Finance Officer will undertake a full range of financial activities including (but not limited to) financial reporting, accounting, budgeting, payroll and asset management to ensure the effective and efficient achievement of the Centre's strategic goals.

POSITION REQUIREMENTS

Finance Procedures

- Assist in developing and maintaining financial procedures and ensure its smooth implementation
- Ensure compliance with and keep up-to-date with changes in the law affecting financial activities
- Oversee and maintain NCLC's accounting system and Chart of Accounts using MYOB to audit standards
- Implement bookkeeping for NCLC using MYOB
- Enter funding allocations and allocate expenditure to specific programs in MYOB
- Regularly reconcile accounts to audit standards.
- Lodge business activity statements with the ATO.
- Maintain fixed assets register and record depreciation of assets.

Reporting

- Prepare financial acquittal reports and other required documentation for funding bodies as directed by the CEO and Management team.
- Prepare all financial reports and grant acquittals to funding bodies obligations as required.
- Prepare finance reports including profit and loss, cash flow, and balance sheet on a monthly or as required.

Audit

- Working with the Administration Manager, prepare the audit documents as required by auditor.
- Participate and provide relevant documents and information to the auditor on day of audit and other follow up
- Implement all recommendations and improvements as per audit report.

Payroll

- Liaise with CEO and Administration Manager to ensure accurate establishment of payroll system
- Experience in payroll management for fortnightly processing of payroll using MYOB.
- Oversee fortnightly payroll and other employment-related tasks, including but not limited to superannuation, WorkCover, salary packaging (in liaison with Advantage Salary Packaging), Portable Long Service Leave Authority reporting, accurate leave entitlements reporting.
- Keeping up to date with pay rules, award interpretation and compliance
- Posting monthly payroll journal.
- End of year payroll reconciliations.
- Knowledge of Single Touch Payroll and its implementation.

Reporting and Budgeting

- Prepare monthly financial reports and other documentation for the CEO and Board
- Assist the CEO and Administration Manager with developing the annual budget
- Monthly balance sheet reconciliations
- Reconcile income and finance requirements of various funders
- Support grant applications through provision of general financial information

KEY SELECTION CRITERIA

Essential Selection Criteria

- Formal Accounting or Bookkeeping qualifications or equivalent
- At least three years demonstrated financial management and accounting experience
- Previous experience in payroll management
- Experience in managing organisational finances and bookkeeping to comply with audit standards
- Comprehensive knowledge of working with MYOB or equivalent accounting software systems
- Excellent Microsoft Excel skills.
- Ability to work independently and to manage own time, sets own priorities, plans and organise own work to achieve financial and payroll objectives
- Strong communication skills and close attention to detail
- Ability to work under pressure and meet multiple priorities and deadlines

Desirable

- Experience with annual finance audits
- Experience with government funding and grants
- Experience in the community sector / not-for-profit organisation registered for GST.