

Position Description		
Role Title: Financial Officer Hours: 14 hours per week Award Level: Level 8	Reports: Directly to <i>CEO</i>	
Department: Administration Support	Responsible for: Nil Funding: Related to no specific funding	
Location: 198 Napier St, Fitzroy, 3065 Vic.	Working pattern: Attendance Finance Risk Compliance Subcommittee (FRAC) as required	
FLN Vision		
<p><i>Our vision is of a strong, fair, inclusive and engaged community.</i></p>		
Organisational Overview		
<p>Fitzroy Learning Network Inc. (FLN) is a registered charity, not-for-profit organisation, affiliated Neighbourhood House Learn Local and Registered Training Organisation (RTO).</p> <p>Since the mid-1980s FLN has provided a variety of highly regarded and valued programs and services to the community with a particular focus on newly arrived migrants, refugees, asylum seekers and young people.</p> <p>Examples of these programs and services range from personal support, English language programs to teaching sewing skills, computer skills and business leadership.</p>		
Finance Officer Overview		
<p>The position of Financial Officer is to ensure the management of the financial operations of FLN, reporting to the CEO, as required the Treasurer and work with relevant team members to support the integrated financial management of FLN.</p> <p>The person in the role is responsible for ensuring the full cycle accounting of FLN to Australian Accounting Standards, being experienced in accrual accounting, with a high provision of accurately, ensuring reports are provided as required. Developing and delivering financial systems that document, streamlined and provide for accurate financial transactions and records.</p>		
Key Responsibilities Finance Officer		

Monthly Reporting

- Prepare reconciliation of profit and loss and balance sheet items on a monthly basis.
- Work with the CEO to prepare annual budgets and perform quarterly forecasting.
- Perform adjusting entries for unearned revenue, staff entitlements, depreciation etc.
- Provide reports for end of month accounts in relation to budget to the CEO and Treasurer.
- Attend monthly meeting and present to Finance, Risk Compliance Sub Committee (FRAC).
- Prepare the annual audit file and statutory accounts for the Treasurer and CEO.
- Organise and provide support to the external auditor to complete annual financial audit.
- Ensure the finances are accurately reported in the Annual Report.

Payroll

- Prepare fortnightly payroll, including payment of superannuation and the timely lodgement of PAYG.
- Prepare calculations for back pays, higher duties and travel allowances as required.
- Prepare and reconcile relevant payroll end of month journals for leave entitlements, accrued pays, superannuation and PAYG, ensuring that all statutory requirements are met.
- Prepare annual Workcover premium calculation and review for accuracy throughout the year.

Reporting Compliance & Project Management

- Ensure all transactions comply with FLN policies and procedures, delegations of authority.
- Ensure month end close, assist CEO with analysis and provide reports for the Treasurer and FRAC.
- Ensure legislative compliance with respect to Australian Accounting Standards, Corporations Act, GST, Superannuation and Workcover.
- Record, maintain and provide financial reports on all ongoing projects to ensure the timely identification of any issues with regards to under and/or overspending.
- Assist in the preparation of project budgets, annual project reporting and project acquittal statements as required.

Accounts Payable & Receivable

- Invoices prepared and sent in accordance with contractual arrangements.
- Day-to-day processing of accounts payable and accounts receivable, credit notes, employee reimbursements, EFT and cheque payments.
- Manage recording and reconciliation of petty cash.
- Monthly reconciliation of credit card payments.
- Perform or check monthly journals and reconciliations for Trade Debtors, Trade Creditors.
- Respond to customer/supplier queries and review suppliers and activities to create efficiencies and/or reduce costs.

Financial Management

- Complete monthly bank reconciliation.
- Ensure adequate funds to pay bills and payroll.
- Timely lodgment of Business Activity statement through Business Portal.
- Monthly lodgment of Activity Statement/PAYG.
- Annual Reconciliation of GST and PAYG.
- Processing of Single Touch Payroll including EOFY reporting.

IT and Software

- Highly developed skills in MS Excel and MYOB Account Right.

Decision Making

<ul style="list-style-type: none"> • Make decisions that ensure the accounts of FLN are maintained to the required financial standards and within the scope of the position, seek advice from the CEO or Treasurer as required • Report to the CEO and Treasurer issues of concern in relation to the financial operations of FLN • Ensure the role is undertaken and decisions are made in accordance with FLN Policies and Procedures
<p>Developing Solutions and Teamwork</p>
<ul style="list-style-type: none"> • Take a solution-based approach to problem-solving, developing strategies to work through identified issues in a logical manner. • Work as a positive, trusted member of the team and engage with team members in order to understand and solve problems collaboratively. • Foster a strong team approach in accordance with FLN’s vision, values, policies and procedures • Contribute to the development and evaluation of FLN’s financial policies and administration systems • Inform and support team members to operate within the financial operations of FLN • In undertaking the role support systems of business continuity in the financial management of FLN
<p>Key Performance Indicators</p>
<p>Management and Resource Skills</p> <ul style="list-style-type: none"> • Work in accordance with Equal Opportunity, OHS and Anti-discrimination requirements, and principles of access and equity. • Work with relevant funding providers and assigned team members as required, ensuring funding requirements and acquittals are completed. • Possess an understanding of the legislative and regulatory requirements relevant to the financial operation of a business, community organisation, educational institution and RTO. <p>Accountability</p> <ul style="list-style-type: none"> • Manage workload to meet internal and external deadlines • Completion of the role within the scope of duties of the position as outlined • Participation in annual performance reviews and appraisals • Attend and contribute to team meetings as required • Undertake appropriate professional development in consultation with the CEO • Demonstrate professional values in the workplace
<p>Key Selection Criteria</p>
<ul style="list-style-type: none"> • Qualification in finance and accounting, (Diploma level), with at least 3 years of experience in full cycle accounting. • Accounting or payroll and extensive and appropriate experience in bookkeeping functions up to reporting, experienced in accrual accounting practice and analysis stage with an understanding of the requirements of accounting standards and GST. • Experienced in establishing and managing financial systems. • Experience in processing bookkeeping transactions including payroll, accounts payable, accounts receivable, fixed assets, journals and reconciliations. • A good understanding of and experience in maintaining financial information technology systems within an operational environment of an incorporated association governed by a voluntary board. • A good understanding of procurement, with some experience in negotiating contracts with new and/or existing suppliers.

- Proficient IT skills, with a good working knowledge of MYOB Account Right, Microsoft Word, Microsoft Excel & Microsoft Outlook.
- Highly motivated with an ability to carry tasks to completion within agreed timelines and with minimal supervision.
- Well-developed interpersonal and communications skills.
- Completion of a successful Police and Working with Children’s Check.

Salary, Award and Conditions

- The position is based on the employment conditions set out in the Educational Services (post-Secondary Education) Award 2010.
- The position is part time, paid @ \$38.24 per hour as per General Staff Level 8 as detailed in the award, for 14 hours per week; it is an ongoing position pending continuation of funding.
- Salary sacrifice arrangements are available if eligible.
- A 6-month probationary period applies, and performance plan is required to be completed as is required for all team members.
- The successful applicant will be required to enter into an employment contract.
- Within the scope, skills and qualifications required for the role, in discussion with the CEO and as negotiated and agreed, undertake additional duties if required that will include additional paid hours.
- While the position is based at FLN in Fitzroy and will require the person to attend the workplace on occasion the incumbent in the role can work off site.
- Recruitment to the role is subject to the successful completion of a Police and Working with Children’s Check.