

FINANCE WORKER POSITION DESCRIPTION

Title	Finance Worker
Employment Status	Permanent Part Time – 14 – 18 hpw (subject to funding)
Grade	SCHADS – Social Community Home Care and Disability Services Award – Grade 4
Responsible To	SNCC Board SNCC Chief Executive Officer
Reporting To	Chief Executive Officer
Date Prepared	May 2019

Context

The Springwood Neighbourhood Centre Co-operative Ltd (SNCC) provides and maintains diverse range of community services and programs in response to identified needs of all residents in the area. The Centre operates in an openly accessible and accountable way, advocates on behalf of vulnerable community members, and promotes the development of self-help initiatives and support networks in order to enhance individual opportunities and strengthen community resilience

The Springwood Neighbourhood Centre Co-operative Ltd share the following common principles and philosophies about our purpose and role.

Common principles are:

1. affirmative action towards disadvantaged people and groups;
2. local participation and control; and

SNCC believes in:

- the right of people to make choices in their own lives;
- the right of people to dignity, respect, privacy and confidentiality;
- the right of people to be valued as individuals;

Position Purpose

The role of the Finance Worker is to provide financial and bookkeeping functions to support the programs and services of the Springwood Neighbourhood Centre Co-operative Ltd. The role requires the Finance Worker to work as part of the SNCC staff team.

Summary of Position:

- 1 The maintenance and development of appropriate financial management systems including computer systems.
- 2 Responsibility for the financial operations of the Co-operative.
- 3 To support the SNCC Service Co-ordinators through the provision of budgeting advice and financial administration.
- 4 Participate in relevant training to ensure that essential finance skills are maintained and upgraded to fulfil the position.

1 Bookkeeping

- 1.1 General accounts payments: prepare vouchers and cheques for approval and then payment
- 1.2 Reconcile petty cash
- 1.3 Undertake banking
- 1.4 Monthly reconciliation with bank statements
- 1.5 Input relevant income and expenditure into MYOB for all SNCC's operations and projects
- 1.6 Prepare reimbursements for out-of-pocket expenses relating to medical transport, Volunteers Home Visitors & Community Visitors Scheme and other projects.
- 1.7 Prepare invoices for clients

2 Employee Records and PAYROLL

- 2.1 Payment of wages and maintaining employee records
- 2.2 Ensure leave entitlements are accurate
- 2.3 Ensure employee taxation and superannuation forms are completed and kept up to date
- 2.4 Keep up to date on Payroll Awards ensuring wage rates and conditions are altered with changes to latest Awards
- 2.5 Arrange workers' compensation insurances
- 2.6 Complete annual return for Workers Compensation insurance
- 2.7 Process Workers Compensation Claims, ensuring that all procedures, regulations and requirements are met and that employees are aware of their rights and responsibilities in relation to their workers' compensation claims

3 Audit Preparation:

- 3.1 Prepare all documents for external auditor and liaise as required.
- 3.2 Complete financial accounts up to Trial Balance and be able to use appropriate software program to prepare Profit & Loss and Balance Sheet Statements that can be reviewed by the Auditor.

4 Accounting:

- 4.1 Prepare annual budgets for funded and unfunded services (in conjunction with Service Co-ordinators)
- 4.2 Monitor income and expenditure and budgets of all SNCC Services and projects
- 4.3 Ensure adequate funds are set aside to cover employee leave entitlements
- 4.4 Ensure that all SNCC records comply with relevant taxation requirements
- 4.5 Ensure that accounting software is up to date to meet all legal and accounting requirements

5 Legal Issues: (in consultation with the CEO & Executive Support Co-ordinator)

- 5.1 Ensure that the Annual Return is provided to the appropriate authority within the prescribed time
- 5.2 Ensure all payments are appropriately authorised
- 5.3 Ensure all financial obligations are met as per funding agreements
- 5.4 Ongoing monitoring of financial systems and procedures in collaboration with CEO



6 Responsibilities to SNCC Management

- 6.1 Provide Financial Reports for each Service (both funded and unfunded)
- 6.2 Resource the SNCC Board on finances. Distribute reports prior to Board meetings
- 6.3 Prepare a Financial Report for the SNCC Annual Report
- 6.4 In consultation with the CEO and Executive Support Co-ordinator review, develop and implement SNCC financial policies
- 6.5 Provide support to the CEO when determining financial strategies and recommendations to the SNCC Board

7 Training and Networking

- 9.1 Attend training as necessary to develop skills to carry out the duties in the job description
- 9.2 Attend quarterly meetings of Blue Mountains Finance and Administration 1 workers to share skills and resources, break down isolation and provide support for each other.

8 SNCC Team Functions

- 8.1 Attend and actively participate in staff and team meetings and SNCC organisational planning processes
- 8.2 Work collaboratively with other SNCC staff by sharing resources, skills, energy and ideas
- 8.3 Adhere to all SNCC policies with particular reference to: Codes of Conduct, Duty of Care and WH&S S policies
- 8.4 Participate in activities that benefit all SNCC services



FINANCE WORKER – SELECTION CRITERIA

Qualifications

Relevant qualifications Financial Administration, or proven relevant industry experience.

Essential Criteria

1. Qualifications relevant to financial field and /or significant industry experience in community services.
2. Comprehensive knowledge and experience in financial management of an organisation
3. Demonstrated ability in computerised accounting and payroll – particularly MYOB.
4. High level of computer skills in spreadsheet, database and word processing
5. Understanding of funding sources and the financial requirements of funding bodies
6. High level of verbal and written communication skills
7. Ability to work unsupervised while recognising the need for accountability within the organisation
8. Ability to work co-operatively in a multi-disciplinary team