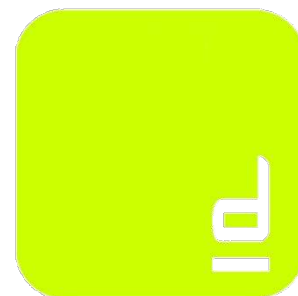


DUKE ST COMMUNITY HOUSE

27 Duke St
Sunshine 3020
Ph 9311 9973 fax 9310 1622
Website www.dscho.org.au
Email dukest@dscho.org.au
TOID: 3779



POSITION DESCRIPTION

Position title: Finance Administrator
Time fraction: 20 Hours per week
Fixed contract: Permanent Part Time
Award: Neighbourhood House Employees (SCHCADS Award), Level 4.2 Neighbourhood Houses and Adult Community Education Centres Agreement 2016.
Reports to: Manager
Location: Sunshine, Victoria

ORGANISATIONAL CONTEXT

Duke Street Community is a not-for-profit incorporated association and has proudly served its community for almost 50 years. Its success relies on its strong commitment to social justice, access and equity. It is managed by a voluntary Board of Management whose members live and work in the local community.

It provides many invaluable community services including Occasional Childcare and conducts a wide range of programs for adults and children of all backgrounds. It is a registered provider of Adult Community Education programs and runs a broad range of accredited and non-accredited programs. Duke Street's commitment to community building and lifelong learning makes it a unique focus of community life and education.

The Role

The Finance Administrator role has a mix of hands on, day-to-day accounting functions of the organisation, including payroll administration and processing, completing month end activities as well as higher level financial organisation budgeting and the opportunity to develop reporting skills.

You will work closely with the DSCH Manager and the administration team and be looking to work in a part time capacity. You will bring financial nous and detailed activity to support the Duke Street Community House finance goals.

Key Responsibilities:

Monthly Reporting

- Prepare reconciliation of profit and loss and balance sheet items monthly.
- Work with the DSCH Manager to prepare annual budgets and perform quarterly forecasting.
- Prepare the annual audit file and statutory accounts for the Treasurer and Committee of Management.
- Organise and provide support to the external auditor to complete annual financial audit.
- Perform adjusting entries for unearned revenue, staff entitlements, depreciation etc.
- Ensure the finances are accurately reported in the Annual Report.
- Attend a quarterly Committee of Management meeting and present financial reports as required.

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 month end close and assist DSCH Manager with analysis for the Committee of Management.
Ensure legislative compliance with respect to Australian Accounting Standards, Incorporations 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 and Gift Cards.
- 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.
- In collaboration with DSCH Manager, manage excess funds to best suit DSCH.
- Timely lodgement of Business Activity statement.
- Monthly lodgement of Activity Statement/PAYG.
- Annual Reconciliation of GST and PAYG.
- Processing of annual payment summaries to staff and tax office.

SELECTION CRITERIA

- Degree in finance or accounting, with a minimum of 3 years' experience or extensive and appropriate experience in finance including reporting and analysis, with an understanding of the requirements of accounting standards and GST.
- Experience in processing 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 Xero, MYOB, Microsoft Suite.
- Highly motivated with an ability to work autonomously, completing tasks within agreed timelines.
- Well-developed interpersonal and communications skills.

REMUNERATION AND CONDITIONS OF EMPLOYMENT

Salary and conditions: Neighbourhood Houses & Adult Community Education 2016 the hourly rate will be negotiated dependent on qualifications and experience.

For further information, please contact Annette Brown at manager@dsch.org.au or on 03 9311 9973.

Duke Street Community House promotes a workplace that actively seeks to include, welcome and value the unique contributions of all community members. We encourage people living with a disability, people from culturally diverse backgrounds and Indigenous Australians to apply for our positions.