



Position Description: Finance Officer

Employer: Richmond Community Learning Centre
Location: 92 - 94 Lord Street, Richmond VIC 3121
Responsible to: Centre Coordinator
Classification: *Neighbourhood House and Learning Centre Collective Agreement 2010*

Background

Richmond Community Learning Centre (RCLC) is a Neighbourhood House providing pre-accredited IT training, general adult education classes and social groups, venue hire, playgroups, occasional care and a 3-year-old+ learning program to the local community. Revenue sources include Local and State Government funding, venue hire and our own fee for service programs. The centre is managed by an elected Committee of Management and supported by the centre coordinator, administration and IT staff, childcare staff, tutors/facilitators and volunteers.

Currently located at Lord St in Richmond, RCLC is managing the development of a new community facility, The Burnley Backyard which will begin operations in early 2015. RCLC is negotiating with the City of Yarra to manage the Community Space at GTV 9 Burnley Backyard which is also likely to open in early 2015. The 3 sites will provide RCLC the flexibility to expand, diversify and respond to the changing community's needs and ensure community facilities in the Central Richmond area are planned and managed in a strategic and complementary manner.

The Burnley Backyard will be a community space for indoor/outdoor activities. Primary attention will go towards sustainable practices, health and leisure, and a community garden that will meet the lifestyle and aspirations of the local community.

The Community Space at GTV 9 will provide an exciting opportunity to explore a new model of community development with potential for co working, IT training and performance and event space. Our current site at Lord St will transition to a family and children's hub.

BROAD PURPOSE:

The Finance Officer is responsible for providing a comprehensive accounting and advisory service to RCLC and its management and staff. This new role will be for a fixed term to ensure efficient and effective financial practices are established across the 3 sites.

KEY RESPONSIBILITIES/DUTIES:

1. Payroll

- Accurate and timely payment of salaries and wages in line with employee contract remuneration levels and rates of pay in accordance with NH Workplace Agreement.
- Accurate and timely payment of PAYE tax, superannuation, workcover insurance and employee deductions in accordance with required legal obligations and regular reporting requirements.
- Maintenance of correct employee payroll records, including safe and confidential filing of staff pay and personal details, and the maintenance of accurate employee entitlements balances and Balance Sheet provisions.
- Rectification of any over or under payments of salaries and wages.

2. Financial Accounting

- Maintenance and development of the RCLC's general ledger using MYOB accounting software.
- Accurate entering and checking of data from creditor invoices.
- Timely raising of cheques and direct bank payments for the payment of creditors.
- Reconciliation of invoices and payments to creditor statements and handling creditor enquiries.
- Maintenance of debtors, including timely raising of invoices in the general ledger, checking of correct coding and the timely issuing and posting/emailing of debtor invoices.
- Control of debtors, including accurate reporting of aged receivables, handling debtor enquiries and overdue debtor accounts and working with staff to ensure debtor collection remains within acceptable limits.
- Maintenance of a Chart of Accounts that efficiently and effectively reflects RCLC operations and allows clear budget control.
- Ensure maintenance of an up-to-date asset register and corresponding depreciation schedule.

3. Management Accounting

- Generate accurate and timely information on RCLC income, expenditure, creditors, debtors, assets and liabilities as required from time-to-time by the Centre Manager.
- Generate accurate and timely information on project or functional income and expenditure as required from time-to-time by RCLC COM and staff.
- Assist the Centre Manager and Treasurer in monitoring performance against budget by preparing monthly COM Reports including a Profit and Loss Statement, a Balance Sheet, and a Statement of Cashflow.
- Ensure these reports show comparative Y-T-D and M-T-D figures in percentages and whole figures for budgets versus actuals, and provide footnotes explaining material variations.
- Assist the Centre manager by preparing financial information that can be used to prepare Grant Applications, and provide Strategic Review Reports to funding bodies.
- Investigate and prepare capital expenditure models and provide advice on the levels and possible application of reserves.
- Investigate and prepare investment options to maximize interest-earning fees where possible.
- Liaise with Architect and COY Project manager during the construction phase of the BB site and ensure RCLC Manager and COM are advised of any potential project and/or financial risks.
- Advise and support RCLC staff and COM in development of lease, business plan for the Community Space at GTV 9
- Undertake additional tasks as required

4. Banking/Cash/Petty Cash

- Bank all monies received.
- Manage petty cash and ensure correct records.
- Prepare sufficient cash floats on a weekly basis.
- Ensure cash handling controls are in place, including appropriate access to safes for the overnight storage of cash and weekly storage of floats.
- Prepare a monthly Bank Reconciliation Statement.
- Liaise with the Coordinator over cash flow and ensure sufficient funds are held for the operation of the RCLC.

5. Compliance

- Maintain GST systems and ensure accurate and timely reporting in line with legal requirements.
- Act as the primary contact for the Auditors and assist them with the provision of information, including a final set of year-end Financial Statements and any other enquiries.
- Prepare data, statements and reconciliations for all statutory reporting and funding purposes.
- Develop and maintain an Accounting Procedure Manual that outlines steps involved in major activities including payroll, debtors, creditors, banking and year-end Financial Statements.
- Assist the Director to ensure that standard financial controls, as recommended by the auditors, are in place to prevent fraud. These should include up-to-date signatories, financial delegations for approving invoices etc

6. Annual audit process

- Liaise with external auditors to manage the annual audit process
- Prepare audit file containing account reconciliations and documentation to support audit testing
- Provide any additional information required/requested by the auditors
- Adopt and implement recommendations stemming from the audit process

We are looking for...

Applicants should possess a diploma/degree in accounting or a related discipline with relevant work experience; or an equivalent combination of relevant experience and/or education/training. A sound knowledge of community centres financial management policies and procedures, and experience with a community based financial system would be highly regarded.

Key Selection Criteria

- A tertiary qualification in Accounting.
- Minimum two years experience in bookkeeping and preparation of financial reports.
- Use of MYOB at an advanced level.
- Computer literate in other programs including Word and Excel.
- Effective time management, including the ability to meet deadlines and operate under pressure.
- High levels of initiative and self-motivation.
- Demonstrated attention to detail.
- Excellent organisational and problem solving skills.
- Excellent oral communication skills.
- Demonstrated ability to work as a team player.

SPECIAL CONDITIONS

- Fixed term contract until April 2015.
- Standard hours to undertake main responsibilities with the flexibility to work additional hours as required.
- Must have /or willing to undertake Working with Children Check and Police Check.

Accountability

This new Finance Officer position is directly responsible to the RCLC Centre Manager and in turn to the Committee of Management.

Hours and Conditions

Hours: 7.5 hrs per week
Additional hours may be required

How to Apply

All prospective applicants are encouraged to discuss their application prior to applying if they wish to. Please contact centre coordinator, Simone Gardiner, on (03) 9428 9901.

Please forward your application letter addressing all the key selection criteria and an up to date copy of your CV to

lordst@internode.on.net **by 5:00pm Friday August 8, 2014**

Only candidates being interviewed will be notified. It is expected the successful applicant will be ready to commence work asap.