

## **Our Watch Role Statement**

### **Position details**

**Position title:** Payroll & Finance Officer

**Team:** Corporate Services

**Reports to:** Manager Finance

**Position location:** Melbourne CBD (Flexible work arrangements including hours, spread of hours and work from home requests considered for this position)

**Work type:** 0.8 - 1.0 FTE

**Tenure:** 12 months, potential extension subject to funding

**Probation period:** 6 months

**Salary:** Our Watch Band 3, Level 1 (commencing at \$64,613.00 – \$68,652.00 prorata)

Plus superannuation guarantee, and 17.5% annual leave loading

### **Organisation context**

Our Watch is a national leader of primary prevention of violence against women and their children.

Our vision is an Australia where women and their children live free from all forms of violence. Our role is to stop violence before it starts.

Our Watch recognises and values diversity among its staff and strongly encourages suitably qualified people from all backgrounds to apply, especially people who have a strong understanding of intersectionality either by working with diverse population groups or a lived experience.

Our Watch is committed to increasing employment of Aboriginal and Torres Strait Islander people in the organisation. Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply.

### **Organisational values**

Collaborative – We do this work together.

Optimistic – We believe that change is possible.

Authentic – We stand behind our work.

Creative – We are innovative and brave as we create change.

Inclusive – We embed a diverse range of perspectives in everything we do

## About the Role

This position contributes to the effectiveness of Our Watch, and our organisational culture of creativity and excellence. The key objectives of this position are to:

- Contribute to the efficiency and integrity of operational and management systems, specifically the finance and payroll system.
- To maintain and improve the in-house accounting function and related reporting requirements.
- To maintain the integrity of the payroll system and employer responsibilities to staff for the payroll function.
- To support and implement related governance processes, compliance obligations and risk management.

## Position overview

Payroll:

- Payroll processing for approximately 70+ staff (subject to change) on a fortnightly basis.
- Liaising with Human Resources (HR) with regards to employee documentation and compliance.
- Assist with related statutory responsibilities.

Finance:

- With administration officer responsible for Accounts payable reconciliation as required.
- Accounts receivable invoicing as required.
- Monitoring cash flow from service or procurement contracts.
- End of month procedures conducted on a timely basis as per schedule.

Business Systems:

- Coordinate mobile telephone account and requirements.
- Coordinate software licenses.
- In conjunction with Manager Finance/admin officer, undertake fixed assets stock take and reconcile the IT register and remote worker allocation
- General administration duties as directed and where there is capacity.

## Direct Reports:

This role has no direct reports.

## Organisation Relationships Internal:

This nature of this role will require relationships with all staff in some capacity, also:

- Manager Finance (supervisor)
- Administration Officer
- Corporate Services team

- Cross organisation working groups as assigned/agreed

#### **External:**

- Suppliers, including telecommunications as required
- Banking and audit as required

#### **Selection criteria**

##### **Corporate Perspective**

- An interest in, and understanding of, the principles of primary prevention of violence against women and their children.
- Ability to actively uphold and promote organisational values, including gender equality, inclusivity and confidentiality.

##### **Qualifications and Finance experience**

- 3-5 years experience in bookkeeping and payroll experience (essential)
- Experience with accounting to balance sheet (advantageous)
- Experience with XERO accounting system (advantageous)
- Experience in ELMO payroll processing (advantageous)
- Experience in a not-for-profit environment (advantageous)
- Understanding of intersectionality, and awareness of how systemic inequality impacts on your work or demonstrated capacity for self-initiated.

##### **IT Skills**

- Intermediate to advanced level of skill in Microsoft Office applications, in particular excel
- Experience with Office 365 and SharePoint

##### **Communication and Liaison Skills**

- Effective written and verbal communication skills
- Ability to develop positive working relationships quickly
- Ability to work independently and part of a team
- Ability to problem solve and to give input openly and effectively
- Demonstrated skills, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way, or the capacity to develop these.
- Excellent relationship management and communication skills including the ability to develop and maintain strong collaborative partnerships with individuals and groups.
- Excellent planning and time management skills

##### **Project/Time Management**

## **Commitment**

- Commitment to the Our Watch vision, purpose and mandate
- Commitment to Our Watch values
- Commitment to maintaining a work environment where differences are valued, encouraged and supported, and promoting the Our Watch ideals of gender and cultural diversity at all times
- Commitment to working collaboratively and respectfully in a high-performing team and organisation, with a persevering style, with creativity and ability to meet tight deadlines and work productively with limited supervision
- Ability to meet deadlines and work productively with limited supervision.

## How to Apply

Obtain a copy of the Position Description from the [Careers and Expressions of Interest page](#) on our website [www.ourwatch.org.au](http://www.ourwatch.org.au).

Email your application to [recruitment@ourwatch.org.au](mailto:recruitment@ourwatch.org.au) (with the job title in the subject line), consisting of:

- Cover letter
- Statement against the Skills and Qualifications criteria on the Position Description (max 4 pages)
- Resume

Any questions can be directed to [hr@ourwatch.org.au](mailto:hr@ourwatch.org.au)

**Closing date for applications is cob Monday 28 June 2021**

**Candidates must be available for interview week beginning Monday 5 July 2021**

More information about Our Watch's vision and work can be found in our [Strategic Plan](#) and other [policy documents](#), available on our website: [www.ourwatch.org.au](http://www.ourwatch.org.au)