

# Finance and Administration Officer

## Position Description

### Context

Multicultural Centre for Women's Health (MCWH) is a national, community-based organisation which is led by and for women from immigrant and refugee backgrounds. We are committed to advancing the health and wellbeing of immigrant and refugee women, through our research, leadership, education, and advocacy: our experiences, our stories, and our voices.

MCWH works together with immigrant and refugee women, community organisations, health practitioners, employers, communities, and governments to build and share knowledge, achieve equity, and improve health and wellbeing for immigrant and refugee women.

### Position objective

To provide finance and administration support to the organisation in line with MCWH policies and procedures.

### Organisational relationships

*Internal*

Reports to the Operations Manager

### Extent of Authority

Day-to-day transactional administration of Operations Department activities.

## **Key Responsibilities**

### **Financial Tasks**

- Process financial transactions and journals
- Process accounts payable and receivable, including data entry of invoices, credit notes, adjustments, reconciliation, payments, and follow up overdue accounts
- Prepare general ledger balance sheet reconciliations and investigate variances monthly
- Reconcile and report bank account, credit card and general ledger accounts
- Prepare and distribute monthly project profit loss reports
- Prepare regulatory submissions (quarterly BAS, monthly IAS)
- Assist with cashflow monitoring and financial acquittal preparation.
- Assist with the preparation of tasks for year-end associated with the annual external audit.
- Assist with the Annual Budget preparation process
- Perform other financial tasks where required

### **Payroll**

- Process fortnightly payroll & related reconciliations and reporting
- Administer MCWH internal salary packaging program.
- Prepare regulatory submissions (quarterly superannuation & LSL returns, annual Workcover rateable remuneration return)

### **Administration**

- Conduct Operations administration activities relating to:
    - IT and phone system
    - Property, motor vehicle and information management
    - travel and gift cards and cab charge vouchers
    - organisational rosters and registers
    - risk management
- Support staff with IT and phone help desk queries and other IT admin tasks as required.
- Manage office supplies and administration areas including central printer/copier
  - Maintain the central filing system (both hard copy and electronic).
  - Support the implementation of COVID safe office procedures
  - Other administrative and reception duties as required

## **Quality Assurance**

- Provide finance and administration support to a high standard and with attention to detail in line with MCWH Policies and Procedures
- Support process improvements & related projects
- Adhere to internal controls, checks and balances for MCWH Operations Department processes

## **Selection Criteria**

### **Essential**

- Minimum 3 years' experience in a bookkeeping and/or accounting role
- Payroll processing experience (small to medium payroll)
- Xero or similar financial package and Microsoft Excel
- Excellent communication and interpersonal skills
- Strong team player
- Current drivers' licence

### **Highly Desirable**

- Commitment to, and understanding of, migrant and refugee women's health from a feminist perspective.
- Fluency in a relevant community language.

## **Salary & conditions**

- Ongoing part-time position: 30.40 hours per week
- SCHADS Award Level 5.3
- Other benefits.
  - Salary packaging-tax benefit of up to \$15,900 per year.
  - Meal entertainment program of up to \$2,650 per year.
  - Above-award leave entitlements as outlined in MCWH EBA.

This position requires a satisfactory police check.

## **Period of appointment**

Permanent position, pending successful completion of a 3-month probationary period.