

Position Description

Finance and Payroll Coordinator

Organisational Context

In 2021, Domestic Violence Victoria (DV Vic) and the Domestic Violence Resource Centre Victoria (DVRCV) are merging to become a new entity.

The merger brings the peak body for Victoria's specialist family violence services supporting victim survivors together with the state's only specialist family violence Registered Training Organisation: combining our strength, capacity and resources for greater impact.

Our work is underpinned by intersectional feminism – as set out in the [Code of Practice: Principles and Standards for Specialist Family Violence Services for Victim-Survivors](#) – informed by an understanding of the gendered nature of violence and with the interests of all victim survivors at the heart of everything we do.

We apply a specialist lens across primary prevention, early intervention, response and recovery to:

1. Develop practice and support workforces
2. Strengthen and connect organisations, sectors and systems
3. Build momentum for social change
4. Build a strong peak organisation

We are in the process of re-branding the merged organisation to ensure a truly collaborative and equal new peak body.

Diversity and Inclusion

DV Vic/DVRCV is committed to providing flexible and accessible working arrangements for all. This includes people with a disability, Aboriginal and Torres Strait Islander people, culturally, religiously and linguistically diverse people, young people, older people, women, and gay, lesbian, bisexual, transgender and gender diverse, intersex or queer people. We recognise the strength and value in diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

Role Context

The Operations, Quality and Governance (OQG) Unit of DV Vic/DVRCV is responsible for the planning, implementation and quality improvement of all business and support services and systems, including HR, finance, training and client services, ICT, infrastructure and administration.

The Finance and Payroll Coordinator is responsible for coordinating key aspects of the day to day financial management processes including payroll, accounts payable and receivable and asset management. The position is responsible for coordinating all payroll activities and works with the Manager of Finance to coordinate all transactional activities of the organisation across the areas of accounts payable and receivables and key financial processes including payment and reconciliation processes.

The Finance and Payroll Coordinator will contribute to the financial integration and consolidation of DV Vic and DVRCV financial management processes, systems and software.

Organisational Values

We are accountable, act ethically and have integrity.

We are independent, expert and trusted.

We are curious and courageous, we learn, and from this we create opportunities.

We work with care, kindness and compassion.

We create our own future.

We strive for gender equity and a socially just world.

Position Specifications

Role title:	Finance and Payroll Coordinator		
Located:	Carlton South – Melbourne and working from home	Classification Level / Award:	DV Vic Level 5.1 As per DV Vic Enterprise Agreement 2017
Employment Period:	12 month fixed term	Remuneration:	\$43.8422 per hour \$86,632 per annum 10% superannuation and salary sacrificing arrangements are offered within Australian Taxation Office guidelines (total of \$18,550)
Reporting structure:	This position report to the Manager of Finance		
Hours and basis of employment:	Part time (0.6 FTE or 0.8 FTE) DV Vic/DVRCV is committed to flexible working arrangements.		

Position Responsibilities

Strategy and Leadership	<ul style="list-style-type: none"> Actively support an organisational culture that is based on a feminist framework to empower and support women, as well as promoting accountability, quality, good governance and staff well-being
Payroll coordination	<ul style="list-style-type: none"> Ensure all required statutory induction documentation is received for new staff and new employees are entered into the payroll system. Coordinate the end to end process of fortnightly payroll.
Workcover and compliance	<ul style="list-style-type: none"> Ensure all employees are covered by relevant state WorkCover legislation

	<ul style="list-style-type: none"> • Assist the Finance Manager with the preparation of the annual Rateable Remuneration Submission to our Workcover insurance agent via the Worksafe employer portal • Responsibility for all payroll and administrative processes required in the management of employee Workers Compensation Claims, working closely with relevant Manager and Return to Work Coordinator.
Accounts payable and receivable	<ul style="list-style-type: none"> • Generate and process invoices and payments for goods and services for member and other services in line with the Delegated Authorities Policy and under the direction of Finance Manager
General finance management	<ul style="list-style-type: none"> • Ensure accuracy and manage data entry of debit card transactions and supporting paperwork.
Quality improvement and compliance	<ul style="list-style-type: none"> • Support the development and use of clear, consistent and transparent financial management processes and internal controls framework. • Regularly review processes and support the Manager of Finance to make required changes to ensure streamlined and clear financial processes and controls.
Risk and Compliance	<ul style="list-style-type: none"> • Maintain and regularly monitor the organisation's supplier list to ensure compliance with the ATO in claiming goods and services tax
Stakeholder Management	<ul style="list-style-type: none"> • Develop and sustain positive working relationships with key internal and external stakeholders.
Key Selection Criteria	
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Qualification in Finance, Bookkeeping and/or Accounting • Proven competency and experience in managing total accounts payable, receivable and end to end payroll cycle
Skills and Experience	<ul style="list-style-type: none"> • Experience in coordination and processing of payroll and demonstrated understanding of charitable tax registrations and Australian employment legislation. • Excellent organisational and administration skills, excellent time management and ability to work within deadlines as required. • Excellent knowledge and experience in managing payables and receivables and reconciling outstanding transactions. • Proficiency in Accounting software (MYOB and XERO) and online banking systems. • Demonstrated ability to autonomously within a dynamic team, contributing positively to team operations and working relationships. • Previous experience working in a not-for profit organisation

Additional Information	
Work Health and Safety	All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve work health and safety.

	DV Vic and DVRCV is currently working remotely, and office equipment will be provided to the successful candidate in accordance with OH&S requirements.
COVID-19 Mandatory Vaccination Directives	The COVID-19 Mandatory Vaccination Directives apply to all DV Vic/DVRCV employees.
Police Check	A national police record check is required as part of the recruitment process.