

POSITION DESCRIPTION

POSITION TITLE: Finance and Office Assistant (available 0.8-1.0 FTE by negotiation)

REPORTS TO: Finance and Operations Manager

POSITION SUMMARY:

The Finance and Office Assistant is an integral part of the team providing support to finance, operations, kids support, fundraising and marketing. Daily tasks will include accounts payable, data entry, office administration and research. This is a varied role at the heart of the organisation. Ideal candidates will be helpful, highly organised with strong attention to detail, love people, efficient systems and making a difference to kids.

POSITION:

Key Responsibilities	Major Activities
Financial Assistance including:	<ul style="list-style-type: none"> Support Accounts Payable/ Receivable including data entry and production and delivery of accurate and timely financial information Cost reduction measures including effective procurement as appropriate
Office Assistance including:	<ul style="list-style-type: none"> Administrative support and research for the organisation including kids support, events, fundraising and marketing Help establish efficient operational processes and metrics necessary to monitor that service delivery is functioning successfully and within budget Manage office documentation, filing and databases. Support the effective implementation and maintenance of IT systems
Team involvement and organisation culture	<ul style="list-style-type: none"> Actively embrace and demonstrate commitment to the organisational values. Develop and maintain supportive and collaborative relationships within and between work teams. As part of a nimble team, get involved and assist in activities as needed. Help build a strong supportive and productive team culture.

KEY SELECTION CRITERIA:

Criteria	Detail
Skills and Experience	<ul style="list-style-type: none"> Tertiary degree in a relevant discipline and/or relevant equivalent work experience Excellent relationship, networking and communication skills Demonstrated project management skills, including a ability to manage budgets, meet targets and work within constraints to achieve financial targets
Organisational Fit	<ul style="list-style-type: none"> Passion for making a difference to kids and their families Excellent problem-solving skills with strong attention to detail

	<ul style="list-style-type: none"> • Ability to work constructively and collaboratively in a team environment • Willingness to actively participate in all Variety activities • Demonstrable emotional intelligence, empathy and strong interpersonal skills • Reliable and hardworking, with high levels of enthusiasm and energy •
Other requirements	<ul style="list-style-type: none"> • Current Victorian Driving Licence • Current Working with Children’s Check • Federal Criminal History Check • Occasional out of office hours work and interstate travel may be required

POSITION DESCRIPTION ACCEPTANCE

Employee Name: _____ Signature: _____ Date: _____

Manager Name: _____ Signature: _____ Date: _____