



## POSITION DESCRIPTION

**Position Title:**

**Finance and Administration Officer**

<b>Program:</b>	Operations
<b>Reports to:</b>	Operations Director
<b>Direct reports:</b>	Bookkeeping Service (outsourced)
<b>Purpose:</b>	The role encompasses budgeting, payroll, tax compliance, financial management and reporting, bank administration, accounting system management, donations, insurance, operational and compliance matters. The position works closely with the Operations Director, Fundraising Manager and Human Resources Officer.
<b>Award Classification:</b>	Social and Community Services (WA) Interim Award 2011 – Level 5
<b>Full Time Equivalent:</b>	Full-time 1.0 FTE (5 days per week), part-time considered.

### ABOUT US

Conservation Council of Western Australia (CCWA) is the state's foremost not-for-profit, non-government conservation and environment organisation. CCWA is the voice for conservation and works with the government, media, industry, community groups, and political parties to promote a more sustainable WA and to protect our natural environment.

### EQUITY AND INCLUSION

As a values-based not-for-profit, we are deeply committed to equity, inclusion, and social justice. We actively seek to build a workplace that celebrates diversity and embraces the unique contributions of all people.

### ROLE RESPONSIBILITIES

The position is responsible for:

- Managing the accounting system, chart of accounts, banking system and various online merchant facilities.
- Oversee the annual audit process including liaising with the appointed auditors and preparation of the annual financial statements for audit purposes.
- Undertake budget development, tracking and financial reporting to meet the requirements of the organisation (i.e. Management Reports, Board Reports, Council Reports, etc.).
- Tax administration including monthly Instalment Activity Statements, quarterly Business Activity Statement and annual Franking Credit returns.
- Banking functions including adding/removing authorised signatories, credit card administration, bulk payment process, telegraphic transfers and fund management.
- Coordination of bookkeeping services including the review of accounts payable (suppliers, credit cards, staff reimbursements, etc.), accounts receivable (annual membership fees, donations, merchandise and event ticketing sales, customer invoicing and follow up) and reconciliations.
- Asset management including fixed assets, right of use assets, depreciation, acquisitions and disposals.

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- Investment management including downloading of monthly reports from the online investment portal to record movements and Finance Committee use.
- Property administration including liaising with the property manager on office maintenance requirements, cleaning arrangements, office security and supplies.
- Insurance administration including the annual placement of required insurances and claims management with the organisation's insurance broker and maintaining the insurance register.
- Assisting the Operational Director in relation to compliance matters including annual returns for various government agencies, licences, updating records etc.
- Working in conjunction with the Human Resources Officer by setting up new employees, reviewing fortnightly payroll as prepared, assist in termination calculations, authorising payroll using Single Touch Payroll, generating electronic payment file for bank upload, superannuation returns and related activities.
- Working in conjunction with the Fundraising Manager for fundraising matters including donations administration, grant acquittals and related activities.
- Administration of nominated e-mail mailboxes (e.g. accounts).
- Oversee day-to-day office operations, including facilities, supplies, systems administration, reception, communications, and administrative support.
- Other duties as directed by the Operational Director.

**SUCCESS INDICATORS**

- Accuracy of financial information being processed and recorded ensuring compliance with Australian Taxation Office guidelines, accounting standards, statutory requirements and best practice.
- Timely production of financial reports for internal stakeholders and external audit.
- Good record keeping and administration management.
- On-going training to ensure you are up-to-date with practices and procedures.
- Suppliers paid on a timely basis and debts followed up.
- Compliance requirements are met.
- Liaison with key internal/external stakeholders and outcomes achieved.
- Time and leave management.

**ESSENTIAL**

- Tertiary qualification in accounting or finance and a member of, or progressing to become a member of either CPA Australia, Chartered Accountants ANZ or Institute of Public Accountants.
- At least 4 years of experience in general accounting including payroll, budgeting and taxation.
- Good computer skills including the use of Office 365 products, accounting systems, CRM's, merchant facilities and reporting tools.



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- Good written, oral and communication skills.
- Strong problem-solving abilities to tackle complex issues and provide innovative solutions.
- Current National Police Certificate and 100 points of identification.

### DESIRABLE

- Hands on experience with MYOB accounting software and reporting tools.
- Experience working in the not-for-profit sector.

<b>Reviewed by:</b>	Manager/Director	Sign:
<b>Approved by:</b>	Executive Director	Sign:
<b>Dated:</b>	17/12/2025	