



Position Description

Finance and Reporting Officer

Location:	Burnie
Award and rate:	Social, Community, Home Care and Disability Industry Service Award, Level 5.1
Annual Salary:	\$53.31 per hour 12.5% superannuation Full-Time

Burnie Works

Burnie Works is a place-based catalyst for long-term, positive change in the Burnie community. We work across education, families, and employment, addressing complex challenges through collaboration, systems thinking, and community-led action. Our work is grounded in the belief that sustainable change happens when communities lead, and systems adapt.

Our Way of Working

- Be curious.** Ask questions. Listen more than you speak.
- Be generous.** Share what you know and what you're learning.
- Be brave.** Try new things. Learn from failure.
- Be accountable.** Follow through. Reflect. Report back.
- Be inclusive.** Make space for every voice, especially those often unheard.

Position Overview

The Finance & Reporting Officer plays a key role in ensuring strong financial stewardship across Burnie Works. Working under general direction, the role leads the design, implementation and continuous improvement of our financial reporting architecture in Xero, including the establishment and maintenance of tracking categories and budgets that enable transparent, timely and decision-ready insights at program, funder and organisational levels. The role partners with the CEO, Commercial Manager and external accountant, and supports program leads to strengthen planning, forecasting and financial capability across the organisation.

Key Responsibilities

- Design, implement and refine Xero tracking categories and options aligned to programs, funding streams and internal cost centres; maintain the chart of accounts and coding rules to ensure reporting integrity.
- Develop and maintain a Financial Coding & Reporting Manual; provide training and day-to-day support to staff and volunteers to ensure accurate coding and documentation.
- Coordinate development of the annual organisational budget and project/program budgets; build and maintain tracking-option budgets in Xero for Budget vs Actuals reporting.
- Prepare timely monthly management reporting packs (P&L by program/funder with Budget vs Actuals, variance analysis and commentary, cashflow highlights and forecasting) for leadership and the Board.

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- Ensure grant compliance data is captured at the right level of detail; prepare grant acquittal schedules and supporting evidence in line with contractual requirements.
- Oversee accurate and timely accounts payable/receivable processing, bank and credit card reconciliations, petty cash and expense acquittals; support payroll coordination and compliance documentation as required.
- Provide expert financial advice to program leads and senior staff; translate financial information into clear, actionable insights for non-finance audiences.
- Identify and implement process and systems improvements (automation, coding accuracy, document workflows, data quality checks) that increase reliability and efficiency.
- Coordinate preparation for audit and AGM reporting with the Commercial Manager and external accountant.
- Participate in team meetings and contribute to a culture of shared learning and continuous improvement.
- Other duties as assigned and required.

The Ideal Candidate

You are a reliable and proactive team member who brings precision, professionalism, and a commitment to community impact. You understand that behind every great initiative is a strong operational foundation—and you're proud to be part of it.

- Demonstrated experience in financial reporting, budgeting and analysis in a multi-program or grant-funded context.
- Proficiency in Xero (tracking categories, budgets, reporting) and Microsoft Excel.
- Strong attention to detail and organisational skills, with the ability to work under general direction and exercise professional judgement.
- Clear communication skills and the ability to work collaboratively across teams and with external stakeholders.
- Flexibility, adaptability and willingness to take direction from senior leaders.
- A values-driven approach to financial stewardship and accountability.
- Team Spirit: You value working alongside others, contributing to a supportive and purpose-driven team culture.
- Commitment to equity, inclusion, and community-led approaches.

Organisational Relationships

- Reports to the Commercial Manager
- Direction from Senior staff members
- Works under general supervision except where this level of supervision is not required by the nature of the responsibilities being undertaken
- Operates as member of a team



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- May include supervision of other employees/volunteers

Authority and Delegations

- Freedom to act within defined established practices; expected to set outcomes within defined constraints and contribute to procedure development where practices are not yet defined.
- Problems are usually solved by reference to procedures, documented methods and instructions; assistance is available when problems occur, with advice available on complex or unusual matters.
- Ensure compliance with statutory requirements and perform all duties in an authorised manner and within approved delegations from the CEO of Burnie Works.

Compliance & Other Requirements

The Accounts Officer is to ensure compliance with statutory requirements and is to perform all duties in an authorised manner, and within the scope of responsibility necessary to carry out those duties, as specified by this position description and in accordance with approved delegations from the Chief Executive Officer, Burnie Works.

- This position is defined as a Worker under the Work Health and Safety Act (Tas) 2012. S7 of the Act describes a person as a worker if the person carries out work in any capacity for Burnie Works.
- This role requires intrastate travel and interstate from time to time.
- The role requires you to hold a Working with Vulnerable People Registration.
- Approval may be sought to undertake a Police Check.

Why Join Burnie Works

This is more than a job—it's a chance to be part of a movement. At Burnie Works, your work will directly contribute to a more connected, informed, and empowered community. You'll be supported by a passionate team, flexible work arrangements, and a culture that values learning, equity, and impact. We believe in the power of community voice and are committed to creating systems that work better for everyone. This is an opportunity to grow your skills, contribute to meaningful change, and be part of a movement that's reshaping how communities and systems work together.



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ACKNOWLEDGEMENT OF INCUMBENT

I,			
have read the Position Description and acknowledge, understand and accept the requirements and responsibilities of the position			
Employees Signature:		Date:	
Witness Name:			
Witness Signature:		Date:	