

Job description

Job title: Finance Assistant

Job share: N/A

SCHADS level: 3.1-4.1

Reporting to: Finance Manager

Employment basis: Permanent Part-time
15- 22.5 hours per week

Direct reports: None



About us

We are the peak body for specialist domestic and family violence (DFV) services in NSW.

Alongside over 200 member organisations across the state and diverse lived expertise advisory groups, we work to improve policy, legislative and program responses to domestic and family violence through advocacy and collaboration, while promoting good practice and primary prevention.

We come to work each day to help realise a joint vision of a world where women, families and communities in NSW live free from violence, have equal rights, equal opportunities and the freedom to reach their potential.

We care deeply about creating a workplace where our team members feel valued, respected and empowered.

We're a collaborative, agile, and high-performing team that works hard and supports one another. We ask for your best – and in return, we offer flexible working arrangements, salary packaging, ongoing training and professional development, mentoring opportunities, dedicated wellbeing programs, and the chance to learn from and contribute to a team of passionate, talented professionals.



About the role

OVERVIEW

The Finance Assistant is a varied role covering a range of financial tasks and will require energy, initiative, excellent time management, organisational and communication skills

This role is responsible for providing general administrative support to the finance manager including accounts payable and receivable, payroll preparation, following up invoices and general ledger reconciliations. The Finance Assistant will also be a 'go-to' person for the wider team for support in areas such as timesheets, leave and payroll, expenses and support with following finance policies and procedures.

Success measures in this role include:

- Reconciliation of bank and ledger accounts accurately by their scheduled deadline.
- Payment processing accurate and on time
- Invoice processing cycle time of 14 days or less.
- A great working relationship with the wider team

RESPONSIBILITIES

End-to-End Financial Operations

- Accounts Payable (AP): Efficiently manage the full AP lifecycle, including verifying, coding, and processing supplier invoices, resolving discrepancies, and preparing weekly/ fortnightly payment runs.
- Accounts Receivable (AR): Oversee AR functions by generating timely member invoices, monitoring aging summaries, and proactively managing debt collection to optimise cash flow.
- Credit Card Administration: Corporate credit card management, including tracking expenditures, enforcing expense policies, collecting receipts, and reconciling monthly statements.
- Data Entry & System Hygiene: Input financial data entry into the accounting system with a strict focus on accuracy, proper general ledger allocation, and data integrity.

Month-End, Reconciliations & Reporting

- Month-End Support: Assist the finance team with month-end closing procedures, ensuring all operational transactions are completed within strict reporting deadlines.
- Balance Sheet & General Ledger Reconciliations: Perform comprehensive reconciliations of bank accounts, credit cards, and key General Ledger (GL) accounts to ensure accuracy and resolve variances promptly.
- Fixed Asset Register Maintenance: Accurately update and maintain the company's asset register, including recording new acquisitions, processing disposals, and calculating monthly depreciation.

Compliance, Payroll & Tax

- Taxation Compliance (BAS & IAS): Prepare, verify, and lodge Business Activity Statements (BAS) and Instalment Activity Statements (IAS) in strict accordance with relevant tax regulations.
- Payroll, Superannuation & Portable Long Service Leave Processing: End-to-end processing of payroll, ensuring accurate calculations of wages, leave entitlements, and timely lodgement and payment of superannuation and Long Service Leave contributions.
- Audit Readiness: Assist with external and internal audit preparation by compiling required documentation, schedules, and evidence to ensure a seamless and compliant audit process.

Revenue Streams & Event Administration

- Conference & Event Finance: Manage dedicated invoicing for major conferences, deliver detailed event budget reconciliations, and generate post-event financial reports for management analysis.
- Membership & CRM Management: Administer the invoicing pipeline for new and renewing memberships; perform regular revenue reconciliations, generate membership reports, and keep CRM member profiles up to date.

Operational:

- Maintain effective manual and electronic filing systems, adhering to record management guidelines and systems.
- Respond, in a timely and effective way, to all contacts and correspondence as required or directed.
- Contribute to the efficient and effective functioning of DVNSW to meet organisational objectives.
- Participate in the Performance Development process, including regular review of individual workplace performance and strengths against the accountabilities and performance objectives associated with the role.

- Contribute positively to promoting a culture of health, safety and wellness for employees and volunteers at DVNSW and work with the WHS policies.
- At all times abide by the policies and procedures of DVNSW.
- Align work undertaken with the Mission, Strategies and Operational Plans of DVNSW.
- Ensure workplace behaviour is consistent with the organisation's Code of Ethical Behaviour and core values.

Other:

- Other duties may be assigned as needed.



Skills and experience

SPECIFIC SKILLS

- Proficient knowledge of Xero, Excel, DEXT, WEEL and Microsoft Office
- Proficient knowledge of payroll processes and the SCHCADS Award
- Knowledge of CRM systems
- Excellent time management and organisational skills
- Excellent multi-tasking skills
- Excellent communication skills and attention to detail
- Ability to prioritise in a fast-paced and demanding environment.
- Presents and conducts self professionally at all times.
- A sense of humour
- Aligns to the values and vision of DVNSW

QUALIFICATIONS AND EXPERIENCE

Industry experience

- Certificate IV or above in relevant Financial Administration qualification or a minimum of three years bookkeeping/accounts assistant experience
- Experience in a finance role in a not-for-profit organisation.



Our values

An important part of our culture is that everyone understands and is accountable for what we are here to achieve. As such, the behaviour of everyone in the team should reflect the core values of our organisation:



Integrity

We stand up for what is right even when it's uncomfortable.



Leadership

We are innovative thought leaders that build relationships and take action to make a difference.



Respect

We support, recognise, value and empower others.



Intersectional feminism

We acknowledge and amplify the diverse voices and experiences of all women.

