

Position Description Finance Officer Craig Family Centre Inc

Position Title: Finance Officer

Location: Craig Family Centre, 7 Samarinda Avenue, Ashburton VIC 3147

Employment Status: Permanent Part Time (14 hours per week)

Classification: Modern Award (SCHADS) SACS Level 6 (or as determined)

Reports to: Executive Director

Works closely with: Treasurer, Committee of Management, Program Managers and external Auditor

About Craig Family Centre

Craig Family Centre is a community-based, not-for-profit organisation providing quality early childhood education, family support, community development and lifelong learning opportunities for people of all ages.

The Centre is committed to strengthening community wellbeing through inclusive programs, partnerships and responsive services. The organisation operates within a strong governance framework overseen by an elected Committee of Management.

Position Purpose

The Finance Officer is responsible for the effective day-to-day financial management of the Craig Family Centre.

The position ensures the integrity of the Centre's financial systems and records while supporting sound financial decision-making through timely reporting, budgeting and compliance with all legislative and regulatory obligations.

Working closely with the Executive Director and Treasurer, the Finance Officer contributes to the financial sustainability of the organisation through accurate financial management, effective internal controls and continuous improvement of financial processes.

Key Responsibilities

Financial Operations

- Maintain the Centre's accounting system and financial records.
- Process accounts payable and accounts receivable.
- Prepare weekly electronic payments for authorisation.
- Process customer invoices and monitor outstanding debtors.
- Reconcile supplier accounts.
- Maintain the fixed asset register.
- Process journals and general ledger adjustments.
- Ensure appropriate GST treatment of all transactions.
- Lodge BAS

Banking and Reconciliations

- Complete all bank reconciliations.
- Reconcile cash receipts and banking.
- Reconcile credit card accounts.
- Reconcile petty cash.
- Investigate and resolve discrepancies promptly.

Payroll Administration

- Process fortnightly payroll.
- Ensure payroll complies with the relevant Awards, Fair Work requirements and employment contracts.
- Maintain leave records.
- Administer superannuation contributions.
- Complete PAYG obligations.
- Maintain payroll records in accordance with legislative requirements.
- Support annual payroll reconciliation processes.

Budgeting and Financial Reporting

- Assist in the preparation of the annual operating budget.
- Monitor budget performance.
- Prepare monthly financial reports for the Executive Director and Committee of Management.
- Prepare cash flow reports.
- Provide financial information to program managers.
- Assist with long-term financial planning.

Grants and Funding

- Monitor grant income and expenditure.
- Assist with funding acquittals.
- Prepare financial reports required by funding bodies.
- Maintain grant expenditure records.

Compliance and Governance

- Prepare BAS information.
- Maintain accounting records in accordance with Australian Accounting Standards.
- Support annual audit processes.
- Maintain and provide documentation required for ACNC, Government and Council reporting.
- Ensure financial policies and procedures are followed.
- Maintain strong internal financial controls.

Systems Administration

- Maintain MYOB (or successor accounting software).
- Ensure financial records are securely backed up.

- Maintain the chart of accounts.
- Recommend improvements to financial systems and processes.
- Support implementation of new financial software where required.

General

- Maintain confidentiality of financial and payroll information.
- Build positive working relationships with staff, Committee of Management members, auditors, funding agencies and suppliers.
- Undertake other finance-related duties consistent with the position.

Key Selection Criteria

Essential

- Tertiary qualification in Accounting, Finance or Bookkeeping.
- Demonstrated experience in financial management within a not-for-profit or community organisation.
- Experience using MYOB or similar accounting software.
- Experience processing payroll and interpreting industrial awards.
- Strong understanding of GST, BAS, payroll tax, PAYG and superannuation requirements.
- Advanced Microsoft Excel skills.
- High level reconciliation and analytical skills.
- Excellent organisational skills with strong attention to detail.
- Ability to prioritise competing deadlines.
- High level written and verbal communication skills.
- Demonstrated integrity and ability to maintain confidentiality.

Desirable

- Experience working within the community services or early childhood sector.
- Knowledge of grant funding and acquittal processes.
- Experience preparing Committee of Management financial reports.
- Understanding of ACNC, Government and Council reporting requirements.
- Experience supporting annual external audits.

Key Competencies

- Financial management
- Accuracy and attention to detail
- Analytical thinking
- Planning and organisation
- Problem solving
- Communication
- Teamwork
- Customer service

- Continuous improvement
- Ethical conduct

Compliance Requirements

The successful applicant will be required to:

- hold (or obtain) a current Working with Children Check;
- satisfactorily complete a National Police Check;
- comply with all Craig Family Centre policies and procedures;
- support the Centre's Child Safe Standards;
- comply with Workplace Health and Safety requirements;
- uphold the Centre's Code of Conduct and values.