



Finance and Administration Officer Position Description Power Neighbourhood House

Neighbourhood House Profile

Background

Overview: Power Neighbourhood House (PNH) is a not-for-profit community-based organisation that was established 40 years ago, in 1984. It is a place where local residents of all ages can come together and connect with their community. The house provides a positive focus for community involvement and actively encourages participation of both participants and volunteers in programs and other activities. Since its establishment it has provided opportunities for learning, social interaction, referrals and support which has resulted in improved health, social, educational and economic outcomes for our local residents.

Power Neighbourhood House Vision

Power Neighbourhood House (PNH) is a place that supports and empowers all to participate in a vibrant, welcoming community.

Position Title:	Power Neighbourhood House Finance Officer
Reports to:	Manager, Power Neighbourhood House (Power)
Hours:	15 hours per week to be worked in the office
Remuneration:	Neighbourhood House and Adult Community Education Centres Agreement 2024, Social and Community Service Employees (SCHADS) Pay point depends on qualifications and experience. The successful applicant will complete a probationary period of 6 months
Conditions:	As Per Neighbourhood Houses and Adult Community Education Centres Agreement 2024
Terms of Appointment:	Permanent Part time
External Liaisons:	Members of the public
Internal:	Committee of Governance, staff, teachers and volunteers, students and participants

Position Objective

The Finance and Administration Officer is a key member of our professional, efficient and helpful team and will work in close collaboration with the Centre Manager and office team to support diverse, innovative and inclusive programs, activities and events. The role calls for excellent administrative, financial management and bookkeeping skills, attention to detail, high levels of financial reporting and data entry skills, and the ability to liaise with diverse stakeholders both internally and externally.

Key Responsibilities:

Duties & Responsibilities Financial (70%)

- To produce annual budgets, monthly and quarterly financial reports in collaboration with the Centre Manager and Treasurer
- To prepare audit requirements and reports for the Annual General Meeting in collaboration with the Centre Manager and Treasurer
- To liaise with and advise the Centre Manager and Treasurer on all financial matters
- Maintain and administer the financial infrastructure for the Centre's Xero accounting system
- • Maintain appropriate records of all monies received, including petty cash, and attend to payment of all accounts received and payable
- Oversee the banking of funds and maintain the Centre accounts
- Prepare invoices in collaboration with the staff
- Maintain the Asset Register on an annual basis and prepare depreciation as required
- Administer the Centre's payroll, maintain all financial payroll records and comply with Awards/Collective Agreement requirements
- Prepare and calculate BAS, IAS, GST, STP, Workcover, Portable Long Service Leave and superannuation payments requirements
- Monitor and maintain currency of the Contents Insurance Policy of the premises.
- Tracking expenses from current grants
- Producing a regular grant expense report for the Committee of Governance

Administration (20%)

- Provide reception and front office support as necessary to ensure the smooth operation of Power NH including responding to enquiries (telephones, website, email) in a timely manner, ensuring queries are referred to the responsible staff member
- Ensure the Centre provides a welcoming, safe and inclusive environment for users at all times

Other Duties (10%)

- As part of a team, contribute to the achievement of organisational, strategic and business plans for the achievement of financial, quality management, objectives and targets
- Take all reasonable steps to provide a safe working environment in accordance with the Occupational Health and Safety Act 2004.
- Be flexible in regard to work and backfilling for other staff members as required.
- All other duties as assigned by the Centre Manager

Key Selection Criteria

- Tertiary qualification in accounting and/or Business Management
- A minimum of 3 years proven financial accounting experience, with a strong focus on month-end reporting, budgeting, forecasting, and payroll
- High level of proficiency in a Xero HR/payroll systems and Microsoft Office 365
- Ability to produce high quality financial reports
- Demonstrated ability to prepare and analyse budgets
- A sound understanding of Employee Awards and other Government Statutory requirements
- Experience in administering payroll and salary sacrifice arrangements
- Understanding of and experience in GST administration and BAS preparation
- Excellent organisational and interpersonal skills with the ability to collaborate effectively across all levels
- High level problem solving and judgement skills
- Confidentiality and integrity
- The ability to relate well to people from a variety of backgrounds including those from culturally and linguistically diverse backgrounds, people with a disability, those on low income or unemployed and elderly people.
- National Police Check and Working with Children Check

Desirable

- Experience working within the community sector.
- Experience working with small staff team.
- Well-developed planning and organisational skills
- Energy and enthusiasm
- Ability to manage competing demands
- First Aid