

## Position Description

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|------------------------|----------------------------|
| <b>Position Title:</b> | Finance Officer            |
| <b>Reports to:</b>     | CEO                        |
| <b>Tenure:</b>         | As per employment contract |
| <b>Hours:</b>          | 0.6FTE                     |
| <b>Remuneration:</b>   | As per employment contract |

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### The Position

The main duties of the SAFCA Finance Officer (FO) are around the functions of financial accounting, membership and events.

### Relationships

- This position reports directly to the Chief Executive Officer
- The FO will work with the Risk, Audit and Finance Committee as per its terms of reference
- The FO will attend SAFCA Board meetings if requested by the CEO
- The FO will liaise with other SAFCA staff, and provide support, as needed
- The FO will have direct contact with SAFCA members
- Other relevant key Stakeholders as required e.g., Financial Counselling Australia (FCA), financial counselling agencies, debtors/creditors.

### Duties and Responsibilities

#### Finance functions

- Preparation of budgets and cash forecasting
- Payroll processing, including set up and monitoring of deductions including salary sacrifice, portable long service leave, and superannuation. Reporting to ATO superannuation clearing house
- Day to day financial activities e.g. processing accounts receivable/payable, reconciliation
- Oversight of membership and event fee payment and follow up of non-payment
- Regular financial reporting for the CEO and SAFCA Board
- Completion of grant funding financial reporting/acquittal
- Quarterly BAS preparation and lodgement
- Annual preparation of EOFY documentation and liaison with Auditor
- Annual reporting requirements to ATO, Workcover and ACNC
- With the CEO, support the Risk, Audit and Finance Committee
- Follow up from work resulting from the Risk, Audit and Finance Committee
- Complete all paperwork in support of banking operations

#### Membership processes management and communications

- Assess new members; renewal and transition applications to ensure compliance with National Standards for Membership and Accreditation
- Maintain SAFCA membership database and FCA Toolkit
- Send out annual membership notification
- Process new memberships, renewals and transitioning memberships, including the receiving of fees
- Send out reminder notices to outstanding memberships

- Maintain relevant SAFCA website pages as required
- Respond to incoming email enquiries.

#### **SAFCA Projects/Events**

- Undertake administrative and financial duties which support events
- Update information on event registration systems.

#### **Support to the CEO**

- ACNC reporting
- Preparation of documents as requested e.g. meeting minutes
- Assisting with other support duties as required
- Undertake projects as requested by and in conjunction with the CEO.

#### **Essential Minimum Selection Criteria**

- Experience in managing small to medium organisation's accounting, payroll and statutory compliance requirements
- Knowledge of financial accounting fundamentals including public benevolent institution salary sacrifice, fringe benefits tax, and payroll
- High level of knowledge and experience with MYOB AccountRight software
- An understanding of the role of financial counsellors and the context in which they work, or the ability to quickly acquire that understanding
- Strong skill-set Microsoft Office suite of programs including Word, Excel, Outlook, Survey Monkey, Event Management Systems (or similar) and maintenance of website content
- Detail oriented and focussed on completing work with accuracy and timeliness
- Strong interpersonal and verbal and written communication skills
- Ability to work autonomously with general supervision
- Ability to work as part of a small team; collaborate and provide support where necessary
- Experience in Community Services sector would be highly regarded
- Advanced Diploma in Accounting or similar qualification/skills/experience

#### **Compliance**

- Adhere to the Workplace Health and Safety Policy of SAFCA by ensuring you take reasonable care to protect your health and safety whilst at work and avoid adversely affecting the health and safety of any other staff member through any unsafe work practice or act of omission
- Comply with all other relevant legislation and SAFCA policies and procedures
- Comply with Service Agreements for all funding bodies
- Comply with Professional Codes of Conduct and work within agency principles
- Undertake a satisfactory South Australian Police Check.