



YANA FAMILY VIOLENCE SERVICE

POSITION DESCRIPTION	
POSITION TITLE	Finance & Administration Officer
EMPLOYMENT STATUS	Ongoing, full-time – 38 hours per week Onsite, Monday–Friday
TENURE	Permanent Ongoing
CLASSIFICATION	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS) – Level 4.1
REPORTS TO	Manager – Finance & Corporate Services
LOCATION	City of Whittlesea
KEY INTERNAL RELATIONSHIPS	• CEO and Management Team • Finance & Corporate Services team • Refuge and frontline teams • YANA staff and volunteers
YANA Family Violence Service Inc. has an Equal Opportunity Exemption Act 2010; H282/2022 and applications for this role are open to female candidates only.	

YANA FAMILY VIOLENCE SERVICE INC (YANA).

YANA has recently relocated into the Northern metropolitan region into a new Core and Cluster purpose-built high security family violence refuge. We are a small service who is experiencing significant growth. YANA is a non-profit organisation that provides short-term intensive support, crisis accommodation and outreach services to women with and without children experiencing family violence. YANA was founded in 1974 by a group of committed women who were part of the Women's Liberation Movement. It was the first women's refuge in Victoria and operated with no funding until April 1975 when a small grant from government was secured. Today it is funded by Family safety Victoria through the Department of Families, Fairness and Housing.

Women's Liberation Halfway House defines itself as a feminist organisation committed to addressing and challenging the inequities and oppression women and children face as a result of their position in society. Family/Domestic Violence against women and children is the primary focus of YANA. Our analysis of gender and racism within the Australian context recognises the disadvantages of women, the disempowerment confronted by minority groups, individuals from CALD backgrounds, Indigenous Australians, LGBTI people, women with disabilities and individuals with marginal religious beliefs.

VISION

Our vision is a community free from violence in which women, men and gender non-conforming people have equal access to power and freedom to realise their life choices and potential.

MISSION

YANA provides a comprehensive crisis response to victim/survivors experiencing family violence, including people from communities with access to least resources, to effectively support them in their transition and recovery.

VALUES

Respect: YANA provides a service that dignifies individual choices, experiences, cultures and rights to self-determination.

Collaboration: YANA builds partnerships and collaborate with others, in support of those who use our service, to achieve individual holistic, positive outcomes, and to advocate for systemic changes to policy, law and community attitudes.

Feminist: YANA is a feminist organisation whose work is underpinned by a structural and intersectional understanding of gender inequality.

Purpose of the Role

The Finance & Administration Officer provides accurate, timely, effective and responsive financial and administrative support across YANA. The role contributes to sound financial management, strong internal controls and the efficient day-to-day operation of the organisation.

The position supports accounts payable and receivable, bank and balance sheet reconciliations, financial record keeping, procurement, month-end processes and general administration. The role also provides practical administrative support for facilities, assets, contractors and refuge operations.

Reporting to the Manager – Finance & Corporate Services, the Finance & Administration Officer works collaboratively with the CEO, Refuge Manager, management team and frontline staff. The role requires a high level of accuracy, discretion, initiative and accountability, recognising the sensitive environment in which YANA operates.

RESPONSIBILITIES AND ACCOUNTABILITIES

1. Financial Transactions and Reconciliations

- Process accounts payable and accounts receivable accurately and within required timeframes.
- Reconcile bank accounts, credit and debit cards, and gift card transactions in MYOB, ensuring transactions are appropriately supported and recorded.
- Liaise with relevant staff as required to clarify bank transactions and support the completion of bank reconciliations.
- Investigate discrepancies promptly and escalate unresolved or material issues to the Manager – Finance & Corporate Services.
- Monitor outstanding debtor balances and undertake timely follow-up of overdue accounts.

2. Financial Records and Data Integrity

- Maintain the integrity, accuracy and completeness of accounting records, including the general ledger, cost centres and supporting documentation.
- Ensure income and expenditure are coded to the appropriate accounts, cost centres, programs and against the approved budgets.
- Establish and maintain suppliers, customer and funder records in MYOB in accordance with approval and documentation requirements.
- Maintain the integrity of supplier and customer master data, including payment and contact information.

3. Month-End and Financial Reporting Support

- Complete assigned month-end reconciliations within required timeframes.
- Assist with journals, accruals, balance sheet reconciliations and supporting schedules.
- Assist with maintaining and reconciling the fixed asset register.
- Prepare accurate supporting information for internal reporting, funding acquittals and other compliance requirements.
- Support the Manager Finance & Corporate Services with other month end and financial reporting activities as required.

4. Budget, Procurement and Internal Controls

- Assist with monitoring expenditure against approved budgets and bring any significant or unusual variances to the attention of the Manager Finance & Corporate Services.
- Process purchase orders, invoices and other financial transactions in accordance with YANA's policies, procedures and delegated authorities.
- Assist with purchasing and procurement activities, ensuring required approvals and supporting documentation are obtained and maintained.
- Maintain accurate and complete financial records and documentation to support financial reporting and audit requirements.
- Follow established financial controls and procedures and promptly raise any discrepancies or issues with the Manager Finance & Corporate Services.

5. Systems and Administrative Support

- Use MYOB, Microsoft Excel and other organisational systems effectively to maintain accurate financial information, spreadsheets and records.
- Respond to financial and administrative enquiries from staff, suppliers and other stakeholders in a professional and timely manner.
- Provide practical guidance and administrative support to staff to promote consistent use of finance and operational processes.
- Identify and contribute to opportunities that improve efficiency, accuracy, accountability and record keeping.

6. Facilities, Assets and Operational Administration

- Coordinate office supplies, stationery and general administrative requirements.
- Support facilities administration, including cleaning, fleet management, gardening, repairs and maintenance across refuge and office locations.
- Coordinate contractors and service providers and maintain accurate records relating to facilities, assets, suppliers and service arrangements.
- Maintain accurate records relating to facilities, assets, suppliers, service arrangements and asset maintenance as required.

- Undertake other reasonable financial, administrative and operational duties consistent with the scope and classification of the role.

KEY SELECTION CRITERIA

Qualifications: A Diploma or other relevant qualification in bookkeeping, accounting, finance, business administration or a related discipline.

Relevant experience: At least three years' demonstrated experience in a finance, bookkeeping and/or administration role.

MYOB capability: Demonstrated experience using MYOB for transaction processing, reconciliations, record maintenance and reporting.

Microsoft Office capability: Intermediate level of proficiency in Microsoft Excel and Word, including the ability to prepare, maintain and analyse financial and administrative information.

Financial accuracy: Strong attention to detail and the ability to maintain accurate financial records, complete reconciliations and identify and resolve discrepancies.

Organisation and time management: Excellent organisational skills, with the ability to manage competing priorities, meet deadlines, complete tasks accurately and on time.

Judgement and accountability: Ability to work independently, exercise sound judgement within established procedures and take responsibility for the quality and timeliness of work.

Collaboration: Demonstrated ability to work constructively with management, corporate services, program teams and frontline staff.

Communication: Clear and professional written and verbal communication skills, including confidence liaising with suppliers, contractors, funders and other stakeholders.

Confidentiality and discretion: Demonstrated ability to handle sensitive financial, employee, client and organisational information with a high degree of confidentiality and professionalism.

Values alignment: Commitment to YANA's purpose, values and feminist, trauma-informed approach to supporting victim-survivors of family violence.

Desirable

- Experience in the not-for-profit, community services or family violence sector.
- Experience working in a sensitive, crisis-driven or human services environment.
- Experience supporting facilities, asset management, procurement or workplace health and safety functions.
- First Aid qualification

TERMS AND CONDITIONS

All offers of employment are subject to a six-month probation period. All offers of employment are subject to the following:

- Current National Police Record Check (renewed every three years)
- International Police Record Check (where required)
- Current Working with Children Check Assessment notice and card for valid Employment
- First AID certificate (renewed annually)
- Completion of COVID vaccinations in line with government directives
- A Current Victorian Driver's License
- Eligibility to work in Australia

HOW TO APPLY

For further information, please contact Amali Liyanage, Manager – Finance & Corporate Services, at recruitment@yana.org.au.

To apply, email recruitment@yana.org.au with the position title in the subject line and attach:

A cover letter of no more than two pages outlining your suitability for the role and addressing the key capabilities and selection criteria.

Your current resume, including details of two referees. Referees will not be contacted without your prior knowledge.

Application note: You do not need to respond to every selection criterion separately. Your cover letter and resume should collectively demonstrate your relevant experience, capabilities and suitability for the role.

Applications close at 5.00 pm on 8 September 2026. Applications will be reviewed on a rolling basis, and early applications are encouraged. YANA is seeking to appoint to the role as soon as practicable.

YANA is a child safe organisation that recognises, respects, and promotes children's rights. We recognise our responsibilities in keeping children safe from abuse and ensure that the safety of children is always our first priority. We take a zero-tolerance approach to child abuse.

Approved by CEO	August 2026
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