

Job Description: Finance and Administration Officer

Job title:	Finance and Administration Officer
Reporting to:	Manager, Finance and Business
Salary:	Social, Community, Home Care and Disability Services Industry Award 2010 (Social and Community Services Employee) Level 5, Pay Point 1 – \$53.43 per hour, plus salary packaging benefits
Term and hours:	Permanent ongoing, Part Time – 15.2 hours per week (2 days)
Location:	Remote. WHISE operates as a fully remote workplace, with occasional attendance in the Southern Metropolitan Region for team meetings and events.
Liaises with:	Manager, Finance and Business; all WHISE staff; suppliers and customers in relation to accounts payable and receivable
Direct Reports:	None

About Women's Health in the South East (WHISE)

WHISE is one of 12 Women's Health Services that since 1988 have been a key part of the Victorian preventative health infrastructure. These services are providers of gendered health promotion and primary prevention that collectively share a range of priorities. Funded through the Victorian Government, the Victorian Women's Health Services:

- Advocate for the wellbeing of all women and gender diverse people across Victoria
- Promote good health and wellbeing to Victorian women and gender diverse people
- Apply an expert intersectional gendered lens to health issues and systems to improve outcomes for women and gender diverse people
- Prevent the underlying causes of ill-health and harm for women and gender diverse people in Victoria

WHISE works across 10 local government areas from South Melbourne down to the Mornington Peninsula and east to Casey and Cardinia. Our area of work is the Southern Metropolitan Region and is one of the most diverse and expanding regions across Australia.

WHISE proudly works in the South East Region of Melbourne to create equity by learning, educating and advocating for all women and gender diverse people. We create positive and productive relationships based on understanding and evidence with leaders, individuals, communities and organisations in our region.

Our values are:

Curiosity – Collaboration – Authenticity – Feminist Leadership

Our Core Operating Principles are:

Intersectional feminism – Compassion – Lived experience

WHISE is an Incorporated Association in the State of Victoria (A0026387C) and a registered Charity with the Australian Charities and Not for Profits Commission.

As an intersectional feminist organisation, we recognise that diversity strengthens our work and our impact. We welcome applications from people with diverse identities, backgrounds and lived experiences, particularly Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse communities, people with disability, LGBTQIA+ people, and others who have experienced systemic barriers

to employment. We are committed to providing an inclusive and accessible recruitment process and encourage applicants to let us know if they require any adjustments.

Purpose of the position

Working under the direction of the Manager, Finance and Business, this role is responsible for providing essential support to the Manager, Finance and Business by undertaking core bookkeeping activities, including payroll and invoicing, and assisting with the day-to-day administration of Women's Health in the South East (WHISE).

Responsibilities and KPIs

A. Financial and Accounts Maintenance

Under the direction of the Manager, Finance and Business:

- Assist with financial operations to ensure accurate and up-to-date financial records
- Process payroll, ensuring timely and accurate payment of staff salaries and entitlements
- Manage the Accounts Payable function, ensuring bills are correctly coded and paid on time, and liaising with suppliers as required
- Allocate Accounts Receivable invoicing and receipts, and follow up overdue accounts, liaising with customers professionally and courteously
- Reconcile bank statements and debit card transactions, ensuring accuracy
- Maintain an accurate General Ledger, using Xero and Excel
- Assist with month-end processes, including preparation of reconciliations and supporting schedules for review by the Manager, Finance and Business

Key Performance Indicators:

1. Financial records management and processing, including bank and debit card reconciliations
Measure: Accuracy and timeliness of tasks completed, as directed by the Manager, Finance and Business
2. Accounts Payable and Accounts Receivable management
Measure: Accuracy of the entry of Accounts Payable invoices to Xero and allocation of payments and receipts for both Accounts Payable and Accounts Receivable
Measure: Invoices paid on time and Accounts Receivable balances are not aged
3. Processing of payroll and related processes
Measure: Accuracy of payroll processing, payroll amendments and employee entitlements
4. Month-end support
Measure: Reconciliations and supporting schedules are prepared accurately and provided within the month-end timetable

B. Administration and Events Support

Assist with administrative and events support, such as:

- Respond to emails and other inquiries appropriately
- Provide administrative support to the Manager, Finance and Business and other team members as needed, organising and prioritising your own workload
- Assist in coordinating meetings, events and travel arrangements, including catering, printing and venue logistics.

Key Performance Indicators:

1. Respond to emails and other finance and administration inquiries
Measure: Inquiries are promptly addressed and directed to appropriate personnel
2. Coordinate administrative and events support activities
Measure: Events and meetings are well supported, with logistics arranged accurately and on time

C. Work as Part of a Team

- Participate in team meetings as required, to learn and build understanding of WHISE operations and services to better enable delivery of support
- As required, liaise with WHISE staff to support their compliance with financial and operational procedures and answer queries

Key Performance Indicators:

1. Alignment and support of WHISE values and contribution to delivery of WHISE goals
Measure: Quality of contribution and support provided to colleagues
Measure: Contribution to continuous improvement of WHISE policy and procedures

Key Assessment Criteria**Academic / trade qualifications**

- Relevant qualifications in accounting, bookkeeping or a related field, or equivalent demonstrated experience

Work experience and skills**Essential**

- Experience in a bookkeeping, accounts or finance officer role, including processing payroll
- Proficiency and experience in using Xero
- Working knowledge of Australian payroll obligations, including superannuation, leave entitlements and PAYG
- Strong attention to detail and commitment to accuracy
- Ability to maintain confidentiality and handle sensitive information with discretion
- Alignment with the values and mission of WHISE, and a commitment to working with an appreciation of intersectional lived experience

Desirable

- Experience working in the not-for-profit sector, or in an organisation similar to WHISE in size, scope and culture
- Experience processing payroll under the SCHADS Award or a similar modern award
- Experience working effectively and autonomously in a remote working environment
- Knowledge of the Southern Metropolitan Region
- Lived experience and/or experience working with women in health and wellbeing, and/or experience of working in improving women's health and wellbeing

We know that people from underrepresented backgrounds, and women in particular, often only apply for roles when they meet every criterion. If you meet most of the essential criteria and this work speaks to you, we encourage you to apply and to tell us how your experience would transfer.

Personal qualities and behavioural traits

- A feminist ethos and perspective, and commitment to social justice
- Approach to working in a way that is collegiate and collaborative
- Reputation as an enabler and as a person who seeks to support the strengths in others
- Adaptability to work in an environment that evolves at the pace of government policy and community need

What We Offer

- A values-led, supportive and inclusive feminist workplace
- Fully remote working as part of our intersectional feminist approach to flexible and accessible work
- Salary packaging to increase your take-home pay
- Opportunities for learning and professional development
- Meaningful work that supports systemic change for women and gender diverse people in our region

Requirements for the Role

Persons in this role must have permission to work in Australia.

This role is performed remotely. WHISE will provide the equipment required to perform the role; the successful applicant will need a reliable internet connection and a suitable space to work.

Occasional travel within the Southern Metropolitan Region may be required to attend team meetings and events.

A National Police Check and a Working with Children Check are required for this role. WHISE will meet the cost of obtaining these. A criminal record does not automatically preclude you from the role; where a check discloses a record, WHISE will assess its relevance to the inherent requirements of the position on a case-by-case basis.

CEO signature:

Performance review period: Annually

Next review date: August 2027