

POSITION DESCRIPTION

Position:	Finance Officer
Reports to:	Chief Executive Officer
Status:	Fixed term contract to 31 December 2027, with possibility of extension subject to government funding
Hours:	Part time – 45.6 hrs per fortnight
Award:	Social, Community, Home Care and Disability Services Industry Award 2010
Classification:	Social and Community Services Employee Level 6.1

About Community Resource Unit (CRU):

Community Resource Unit (CRU) exists to create and promote positive change so that people with disabilities can belong to and participate in community life.

Our mission is to inspire, challenge and equip people to embrace ideas, to take action and build a movement for change.

CRU's values are Inclusion, Diversity, Relationships, Courage, Imagination, Wisdom, and Choice.

We encourage applications from people with lived experience of disability or close personal relationships with people with disability. We warmly welcome applications from First Nations people, people from culturally and linguistically diverse backgrounds and members of the LGBTQIA+ community.

Purpose of Position:

The Finance Officer will contribute to the overall efficient and effective planning and running of a busy and diverse organisation delivering state-wide activities. The position requires a background in finance and payroll and experience in human resources is desirable.

The position is focused on four key areas:

1. Financial Administration
2. Financial reporting to CEO, Board of Management, Funding Bodies and Government Departments.
3. Assist CEO with Human Resource Management as requested.
4. Contribute to organisational systems that support compliance, effective operations, risk management and accreditation.

Key responsibilities for this position:

Area	Description
Strategic Financial Management	Work with the CEO to provide effective oversight of the organisational budget and strengthen organisational processes for budget tracking and reporting. CEO and Finance Sub-committee to prepare and monitor annual budgets and budget narrative and to project income and expenditure. Ensure dynamic oversight of the CRU budget to ensure currency of tracking and meaningful carry forward estimates. Assist with preparation of budgets for financial tenders.
Financial Administration	Take responsibility for CRU's financial operations including cashflow management, banking, payments and account management. Work effectively with the CRU Bookkeeper to ensure timely and accurate account keeping processes are maintained.
Financial Reporting/ Compliance	Prepare accurate timely financial reports for CEO and Board of Management. Undertake activities in line with legislative and statutory requirements including the requirements of funding bodies. Prepare reports as needed for funding bodies, ATO and other government departments. Prepare accounts for annual audit and submission to ACNC.
Payroll	Manage all aspects of payroll including fortnightly pays, superannuation and PAYG tax.
Tax	Manage all tax matters including PAYG tax, BAS statements and annual returns.
Human Resource Management	Assist the CEO and liaise regularly with the Operations Manager with the following aspects of human resource management: • Implement relevant Industrial Award and Industrial Relations legislation/ regulations. • Implement legislative/regulatory requirements and inform CEO of changes.
Staff Supervision	Supervise/oversee and support the work of the Bookkeeper.
Systems	Contribute to the maintenance and continuous improvement of CRU's financial and human resource policies, procedures, systems and practices. Maintain registers as identified in CRU's Quality Management System. Undertake other duties, as required.

Key responsibilities for all CRU staff:

Area	Description
Organisational Activities	Work collaboratively with the CEO, team members and board of management to further evolve the work of CRU. Work is prioritised to complete tasks when required. If tasks cannot be completed as planned, negotiations are initiated to reach mutually acceptable outcomes. The employee will work as a team member to nurture and sustain a spirit within the organisation that is consistent with CRUs mission and values.
Quality Compliance and Improvement	Contribute to ensuring CRU's compliance with standards and quality systems as part of ongoing accreditation. Contribute to the continuous improvement of the organisation by identifying opportunities for improvement.
Policy Alignment	Adhere to the requirements of CRU's policies and procedures.
Workplace Health & Safety	Be aware of and ensure that WH&S policies and procedures are fully complied with.
Risk Management	Take all necessary steps to control and minimise risk when undertaking activities on behalf of CRU.

Key performance indicators for this position:

Timely and accurate completion of the following financial tasks:

Area	KPIs
Tax	1. Monthly IAS statements 2. Quarterly BAS statements 3. Annual returns as required.
Payroll	4. Accurate completion of fortnightly pays. 5. Reconciliation and remittance of pay day superannuation payments, quarterly QLeave, annual Workcover and other statutory returns. 6. Maintenance of staff leave records and entitlements, including portable long service leave.
Funding compliance	7. Preparation and submission of financial returns to funding bodies as required in each funding contract.
Financial reporting	8. Maintenance of organisational financial records. 9. Submission of periodic financial statements and profit and loss statements to the Board/Finance Sub-committee as required. 10. Monitoring and reporting of income and expenditure against budget.
Annual returns	11. Preparation of annual financial accounts for audit and liaison with auditor as needed. 12. Submission of annual returns to ACNC
Insurance	13. Ensure essential organisational insurances are in place and current.
Budget and strategic financial management.	14. Support CEO and Board to plan for the financial sustainability of the organisation, including preparation of the annual budget and budget narrative document.

Key performance indicators for all CRU staff

Area	KPIs
Organisational activities	1. Monthly report is provided to the CEO on time and using agreed template.
Quality compliance and improvement	2. Active contributions are made to quality system discussions at team meetings and input to the monthly staff report on quality system.
Policy compliance	3. 100% compliance with CRU policies and procedures.
Workplace health & safety	4. Routine adherence to WH&S policy and procedures is evident. 5. Zero harm is achieved or issues are addressed as part of continuous improvement.
Risk management	6. Staff member is clear about all their responsibilities as per the CRU risk register and undertakes their responsibilities with due care.