



POSITION DESCRIPTION

Employee's name:	
Position Title:	Finance Coordinator
Position reports to:	Head of Finance
Roles that report to this position:	Nil
Internal Liaisons:	Finance team members, People and Culture team, all Stroke Foundation employees
External Liaisons:	Banks, auditors, government departments, debtors and creditors, salary packaging and superannuation providers, payroll and ledger software support providers
Term Hours	Ongoing part time - 0.6 FTE

Stroke remains one of Australia's most significant health challenges. Stroke can happen at any age and at any time. Despite advances in treatment, stroke continues to have a substantial impact on the lives of Australians.

One stroke occurs every 11 minutes in Australia. There are currently over 440,000 Australians living with stroke in the community. In addition:

- 25 percent of first-ever strokes occurred in people aged under 65 in 2023.
- Aboriginal and Torres Strait Islander peoples suffer stroke at a younger age and are twice as likely to be hospitalised for stroke compared to non-Indigenous Australians.
- Regional and rural Australians are 17% more likely to experience a stroke than people in metropolitan areas.



In 2050, without action, there will be 819,900 survivors of stroke in the community. Despite public perception, stroke is largely preventable and highly treatable. Survivors of stroke can make a good recovery with when they receive evidenced-based emergency treatment and rehabilitation, alongside community support.

About the organisation

Stroke Foundation is a national charity that partners with the community to prevent stroke, save lives and enhance recovery. We do this through raising awareness, facilitating research and supporting survivors of stroke.

Our vision is *Fewer strokes, better outcomes, and support and care for all.*

Our values are *Courage, Excellence, Compassion, Integrity and Leadership.* These values inform our decisions and behaviours within the organisation, and externally with our stakeholders. All employees must demonstrate behaviours aligning with these values.

Stroke Foundation is an equal opportunity employer. People with a lived experience of stroke, Aboriginal and Torres Strait Islander people, and people from culturally and linguistically diverse backgrounds are encouraged to apply.

Stroke Foundation offers generous salary packaging and opportunities to undertake professional training and development.

Overall purpose of the division

The Corporate Services Division includes finance, IT and business systems, legislative and regulatory compliance functions of the organisation. The team ensures efficient and effective financial governance, organisational performance information and systems support are delivered to support the strategic priorities of the organisation.

Overall purpose of position

Reporting to the Head of Finance, the Finance Coordinator is responsible for performing a range of financial and accounting duties across the organisation. The Finance Coordinator will work with other members of the team to ensure the finance and payroll functions support the organisation through efficient and effective interpretation and entry of data. The Finance Coordinator will also suggest, support and implement continuous improvements in systems and processes.



Key Responsibilities

1. Financial Operations

- Process Accounts Payable transactions including invoice entry, supplier statement reconciliations, payment runs and supplier enquiries.
- Maintain Accounts Receivable including raising invoices, monitoring aged receivables and supporting collection activities.
- Support processing of income transactions and reconciliation of bank accounts.
- Assist with balance sheet reconciliations and preparation of journals including accruals, prepayments and other month-end adjustments.

2. Month-End and Financial Reporting

- Support month-end processing activities, including General Ledger reconciliations and financial data integrity.
- Assist the Head of Finance in preparing monthly management reports, financial analyses and performance reporting.
- Assist with the preparation of financial acquittals, statutory lodgements and reports required by external stakeholders and funding bodies.
- Maintain accurate financial records and supporting documentation.

3. Compliance and Taxation

- Assist in timely preparation and lodgement of Business Activity Statements (BAS).
- Support compliance with taxation requirements including GST, Business Activity Statements (BAS), PAYG withholding, Fringe Benefits Tax (FBT) and salary packaging obligations.
- Ensure adherence to internal financial controls, policies and relevant legislative requirements.

4. Budgeting, Audit and Business Support

- Assist the Head of Finance and budget managers with annual budget preparation, forecasting and ongoing budget review processes.
- Assist with the preparation and completion of external and internal audits.
- Contribute to finance projects, process improvements and organisational initiatives that support operational sustainability.
- Undertake financial analysis and ad hoc assignments as directed by the Head of Finance.



5. Team Collaboration and Continuous Improvement

- Participate in finance team cross-training and rotation of duties to support business continuity.
- Identify opportunities to improve finance processes, controls and systems.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Actively participate in team meetings and contribute to a positive team culture.

Position Requirements

Qualifications & Experience qualification

- Tertiary qualification (or working towards) in Accounting (essential).
- Experience working in a finance or accounting environment (desirable).
- Experience supporting payroll functions or payroll administration (desirable).
- Progress towards CPA or CA qualification (preferred).
- Previous experience in payroll is advantageous.

Systems & Technical Knowledge

- Microsoft Dynamics 365 Business Central (desirable).
- Advanced Microsoft Excel skills (essential).
- Experience with CoPilot for problem solving (essential)
- Power Query working knowledge (preferred).
- Experience with credit card management systems (preferred).
- Experience with Sage MicrOpay or similar payroll systems (desirable).

Technical Knowledge

- Sound knowledge of accounts payable, accounts receivable, reconciliations and month-end processes.
- Understanding of Australian taxation requirements including BAS, PAYG, GST and FBT.
- Understanding of salary packaging and payroll compliance requirements.
- Knowledge of financial controls and financial reporting practices.
- Experience within the not-for-profit sector is desirable but not essential.



Skills & Attributes

- Strong analytical and problem-solving capability.
- Excellent attention to detail and accuracy.
- Ability to manage competing priorities and meet deadlines.
- Strong verbal and written communication skills.
- Ability to build effective relationships with stakeholders.
- Strong organisational and administrative skills.
- Ability to identify and implement process improvements.
- High level of computer literacy and systems aptitude

Work Health and Safety Responsibilities

- › All employees will contribute to a healthy, positive and supportive work environment.
- › All employees must comply with Stroke Foundation's Work Health and Safety Policies and Procedures.
- › All employees must adopt safe work practices that comply with Work Health and Safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace.
- › The physical requirements of the position (or any physical limitations) will be discussed prior to your commencement; and

Pre-Employment Checks

This position is subject to the following:

- › National Police Check.
- › Professional Reference Checks.
- › Evidence of required qualifications.

Sign Off

Employee's Name

Manager's Name

Employee's Signature

Manager's Signature

Date: / /

Date: / /