

Finance Officer – 12 Month Contract

(with possibility of extension)



Classification: QUEENSLAND COMMUNITY SERVICES AND CRISIS ASSISTANCE
AWARD - STATE 2008 Level 5.1 – 5.3

Salary: \$59,675 - \$62,740 per annum pro rata
\$24,720 - \$26,000 approx. per annum (part-time)

Hours per week: 15 hours (2 days) per week

Generous Certified Agreement conditions include paid Maternity Leave, extra in-kind leave during Christmas closure, professional development budget and family friendly working environment.

Join a passionate and creative group of women dedicated to working towards the elimination of domestic violence in our community.

The Ipswich Women's Centre Against Domestic Violence Inc. (IWCADV) is a community organisation providing a variety of services to women and children experiencing domestic and family violence in Ipswich and surrounding districts. You will be joining and assisting a team of passionate professionals working in a supportive team environment.

The Finance Officer is responsible for the effective and efficient operation of all aspects of the finances of the organisation as well as some HR duties. Preferred qualifications; minimum or equivalent in Cert IV in Bookkeeping plus extensive experience in Financial Administration or Business Administration in the not-for-profit or community sector, qualifications and/or experience in use of Microsoft Office and MYOB. The Finance Officer must have a demonstrated ability to prepare BAS returns, manage Payroll, prepare Management and Financial reports, including cash flow and budget analysis with well-developed clerical skills, as well as highly developed interpersonal and communication skills.

IWCADV encourages applications from Indigenous women and women of culturally and linguistically diverse backgrounds. Under Section 25 of the Anti-Discrimination Act 1991 (Qld) it is a general occupational requirement that all applicants be female.

For further information, Position Description and application process go to www.iwcadv.org.au Vacancies/Jobs. Telephone (07) 3816 3000 or email info@iwcadv.org.au for further information. Applications close **5pm Monday 9th January 2012.**