



IPSWICH  
WOMEN'S CENTRE  
AGAINST  
DOMESTIC  
VIOLENCE

## POSITION DESCRIPTION

**Position:** Finance Officer

**Classification:** Queensland Community Services And Crisis Assistance Award - State 2008 Level 5.1 – 5.3

**Salary:** \$59,675 - \$62,740 per annum pro rata

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

**Accountability:** Manager, Management Committee of IWCADV, Program Coordinator & staff team

### **Organisation**

The Ipswich Women's Centre Against Domestic Violence is a community-based service located in Ipswich. IWCADV is a feminist organisation committed to working towards the eradication of domestic violence throughout the community. To this end, IWCADV is actively involved in supporting women and children survivors of domestic violence, in addition to coordinating a community response to this issue.

IWCADV provides a range of services to the community of Ipswich and the regional communities of Gatton, Laidley, Esk / Toogoolawah, Boonah and Inala. The primary focus of the IWCADV is direct service provision to women survivors of domestic violence. This includes telephone information, referral and support services, court support for women, counselling services, group work and children's work. All of these services are offered on an outreach basis to the regional communities serviced by IWCADV. In addition to this, IWCADV has a lead agency role in the community providing a community response to domestic violence issues within this area. This role involves the provision of training and resourcing to workers, networking with other organisations and services and the provision of community education on domestic violence. Again, these services are provided throughout the IWCADV catchment area.

### **Position Summary**

The Finance Officer will work closely with the Manager as part of a team providing quality services to women and children experiencing domestic violence and to the community in general. This role involves ensuring the effective and efficient operation of all aspects of the finances of the organisation as well as some HR duties. IWCADV recognises that quality administration and finance operations facilitate the core work of the service and the organisation is therefore committed to ensuring that administrative systems and supports are of the highest quality.

### **Preferred Qualifications and Experience**

- Minimum Cert IV in Bookkeeping or equivalent, plus experience in Financial Administration/Business Administration in the not-for-profit or community sector;
- Qualifications and/or extensive experience in use of Microsoft Office (e.g. Excel, PowerPoint, Word), MYOB;
- Demonstrated ability to manage cash-flow forecasts and Management Committee Reports;

- Demonstrated ability to prepare BAS returns, manage Payroll, prepare Management and Financial reports, including cash flow and budget analysis;
- Grant writing and funding submission experience highly desirable;
- Highly developed clerical skills;
- Well developed interpersonal and communication skills;
- Current driver's license;
- It is a requirement of all positions that they hold a Blue Card and undergo relevant police checks.

### **Selection Criteria**

1. Demonstrated ability to develop and maintain financial and administrative systems in a non-government organisation, with a minimal level of supervision.
2. Demonstrated understanding of accounting principles and operational knowledge of computerised accounting systems (MYOB), including income and expenditure, bank reconciliations, petty cash, payroll, maintaining financial records, budgets, and producing financial reports.
3. Ability to work collaboratively and professionally with colleagues, and communicate effectively and appropriately with consumers and service providers.
4. Demonstrated ability to show initiative, prioritise and multi-task in response to tight deadlines. This also requires an ability to prioritise principles such as confidentiality.
5. Demonstrated capacity to work independently, as part of a team and under direction from management.
6. Ability to work effectively in a community based organisation, and to support the philosophy of a feminist, social justice-oriented organisation.

### **Responsibilities and Duties**

#### **Administrative Duties:**

- Provide financial support to the Manager, Program Coordinator and Management Committee, requiring a high degree of judgement, initiative, confidentiality and sensitivity.
- Oversee the upkeep of the service premises, fleet of cars, and up to date insurances.
- Oversee the maintenance of workplace health and safety systems, including fire safety within the service.

#### **Information Technology:**

- Oversee the maintenance of computers and other communication systems within the service.

#### **Human Resources:**

- Assist with creating and posting advertisements for vacant positions in consultation with the Manager.
- Assist with scheduling interviews, organising relevant paperwork and notifying unsuccessful applicants of the outcome via mail.
- Ensure all relevant documents, such as contracts; tax and banking information, Code of Conduct and other relevant information are prepared prior to the commencement of new staff.
- Ensure that new staff are registered on the computer system (e.g. email, contact lists etc).

#### **Financial Duties:**

- Manage and maintain the service's budget and payroll.
- Abide by relevant government regulations and other legal guidelines for the financial management of Incorporated Associations and non-government organisations.

- Prepare the organisation's budget and program budgets in liaison with the Manager and the Management Committee, including the planning, coordination, implementation and administration of the budget and related policies.
- Maintain an Asset Register for the organisation.
- Conduct a regular reconciliation on all payroll and budgets (for example, monthly or fortnightly).
- Provide information regarding financial matters to the Manager, Program Coordinator on behalf of the staff group, Treasurer and Management Committee.
- Ensure that all financial and budgeting decisions have been approved by the Manager and/or the Management Committee.
- Coordinate an annual audit of all accounts prior to the Annual General Meeting.
- Monitor and maintain staff training and supervision budgets, including entering expenses into the training register.
- Provide monthly written reports to the Manager and the Management Committee, and present these at the Management Committee meetings.
- Assist with information provision for funding applications, with the possibility of sometimes coordinating such applications.

#### **Staff Team:**

- Participate in the development of a safe and supportive working environment for all staff, including clear communication paths and consultative decision making practices.
- Abide by the IWCADV communication commitment and associated procedures in relation to respectful and direct communication.
- Participate in regular and ongoing consultation with the Program Coordinator and Manager, and the staff team where necessary and appropriate, to discuss issues that may impact on work performance.
- Undertake monthly admin meetings and individual meetings with the direct supervisor to ensure accountability of work practices and professional development in relation to organisational practices.
- Participate in support systems within the organisation including staff meetings, team supervision, staff appraisals, and informal contact as required.
- Provide and receive peer support as a part of the staff team.

#### **Organisational Responsibilities:**

- In collaboration with Management and other staff, participate in the development of new projects, including the administration duties relating to such projects.
- As a member of the staff team, participate fully in Strategic Planning, Operational Planning and the development of an individual Work Plan as determined by the organisation.
- Participate in planning, policy development and promotional activities.
- Provide monthly written reports to the Manager and the Management Committee.
- Participate in community engagement events on behalf of the organisation as required.
- Participate in staff meetings and Management Committee meetings as required.
- Participate in teambuilding and other organisational meetings developed for all workers as required.
- Participate as a member on any relevant sub-committees.
- Comply and contribute to the established reporting and accountability systems in place in the organisation.
- Support changes in organisational structure with corresponding changes to financial structures.
- Undertake any other duties when reasonably directed by the Manager or Program Coordinator.

## **Accountability**

The Finance Officer is required to work within the philosophy, goals and policies of the organisation including:

- working within a feminist framework;
- working as a member of the staff team;
- utilising consultative and collaborative processes.

The Finance Officer is directly responsible to the Manager and will report to the Manager on all aspects of the position. The Finance Officer is ultimately accountable to the Management Committee as the employing body, however, the immediate line of accountability rests with the Manager. When the Manager is away or unavailable, the Finance Officer will also report to the Program Coordinator. The Finance Officer will comply with the established processes for ensuring the transparency of all decisions and actions taken in the course of her work. The Finance Officer will also be accountable to the staff team and the consumers of the service.

## **Information**

Closing date for applications is **Monday, 9<sup>th</sup> January 2012 at 5pm.**

Late applications will not be accepted.

Applicants should provide a copy of their resume, providing the names of at least 2 referees, a document detailing their responses to the selection criteria (no more than 3 pages long) and a covering letter indicating their interest in the position.

Further information regarding this application can be obtained by phoning 3816-3000 or emailing [info@iwcadv.org.au](mailto:info@iwcadv.org.au)

Applications to be addressed to:

**The Selection Panel  
Ipswich Women's Centre Against Domestic Violence Inc.  
PO Box 964  
IPSWICH, Q. 4305.**

or

**The Selection Panel  
Ipswich Women's Centre Against Domestic Violence Inc.  
[info@iwcadv.org.au](mailto:info@iwcadv.org.au)**