

FINANCE COORDINATOR



United Way Ballarat

DETAILS			
Position Title:	Finance Coordinator	Location:	Ballarat
Position Type:	Part Time	Hours per week:	15.0
Reports To:	Chief Executive Officer		

BACKGROUND INFORMATION

United Way Ballarat and The Ballarat Foundation work to unite our community to break cycles of disadvantage. It is our vision that our community thrives.

We bring together those able to help with those in our community that need help to ensure that:

- every child enters school ready to learn and with an opportunity to prosper
- every young person has the skills and opportunities to prosper in employment
- every child, person or family has the security of home, and continuous access to safe and nutritious food

Our community needs to work together to achieve change by seeking to understand local issues, mobilise resources to respond, act in partnership with the community and influence long-term systems change.

KEY FUNCTION

The Finance Coordinator is responsible for maintaining financial, accounting, administrative and payroll services in order to meet legislative requirements and support the organisation's operations. This role involves preparing financial statements and reports, maintaining cash controls, preparing the payroll and personnel administration, processing bank transactions and maintaining finance systems and procedures for reporting the monthly Finance Committee meetings.

KEY RESPONSIBILITIES

PRIMARY

1. FINANCIAL MANAGEMENT – Overseeing the accounts of both United Way Ballarat and The Ballarat Foundation
Typical Duties:
 - Oversee the entire accounting function and prepare accurate and timely financial accounts on a monthly, quarterly and annual basis
 - Prepare the financial reports for both entities
 - Maintain and process the General Ledger entries and reconciliations on a monthly basis
 - Oversee all aspects of Accounts Payable including timely processing, queries, accuracy and adherence with our Financial Policy
 - Oversee the reconciliation and recharging processes; including house accounts

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- Liaise with external auditors and prepare information as required
- Assist in the funding acquittal processes as required
- Liaise with accounting software providers regarding any technical issues encountered
- Manage and coordinate fixed assets across the organisation
- Provide cash flow forecasts and analysis on a monthly basis
- Actively manage the accounts receivable process in our organisation

2. PAYROLL – Managing accurate compensation and some HR administration

Typical Duties:

- Compile and audit payroll data and maintain compensation records
- Process employee and related payments
- Answer employee queries
- Support the Office Coordinator in HR administration as required

3. FINANCE COMMITTEE SUPPORT – Reporting to monthly Finance Committee (the Committee) meetings

Typical Duties:

- Attend and provide reports to the Committee each month or at other times as required
- Follow up and complete any actions arising from meetings in accordance with recommendations of the Committee

4. FINANCE PROCESSES AND SYSTEMS

Typical Duties:

- Undertake reviews, make recommendations and implement improvements to accounting and finance systems
- Ensure that financial policies, procedures and related documents are reviewed, updated and maintained

SECONDARY

4. COMPLIANCE – Working alongside the Office Coordinator to monitor financial compliance for the organisation

Typical Duties:

- Ensure satisfactory legal compliance with award rates and legislation for payroll
- Confirm that appropriate accounts procedures and controls are in place
- Provide analysis and advice on accounting and control measures
- Monitor the accuracy of expenses and income and verify that budget processes are followed

KEY RELATIONSHIPS

INTERNAL	CEO, staff, Board and Committee Members
EXTERNAL	Accounting software and auditors

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KEY SELECTION CRITERIA - QUALIFICATIONS AND SKILLS			
COMPONENT	ESSENTIAL		ADVANTAGEOUS
Qualification Level	Minimum Certificate IV in Bookkeeping		Degree in Accounting, Finance or Business
Prior Experience	Experience in delivering high level financial reports to key stakeholders At least 4 years comprehensive experience as a Bookkeeper		Experience with a non-profit organisation
Skills & Abilities	<ul style="list-style-type: none"> • Proficient with Xero • Competent with Microsoft Office Suite • Problem analysis and problem-solving skills • Strong oral and written communication skills • Information collation and monitoring skills • Able to work independently to manage accounts recording and financial reporting of an organisation 		
Attributes	<ul style="list-style-type: none"> • Self managed and enjoys autonomy • Heightened attention to detail • Willing to work positively as part of a dynamic team • Values confidentiality and integrity 		
PERFORMANCE FACTORS			
An ongoing performance management process will see the collaborative development of relevant KPIs and goals for this position. The Accountant is likely to be assessed in the following areas: <ul style="list-style-type: none"> • Efficient, accurate and reliable management of accounts • Accurate and timely processing of wages and HR administration • Successful compliance with legal requirements 			
WORK ENVIRONMENT			
<ul style="list-style-type: none"> • This position is based in the Ballarat office of United Way • Flexible working arrangements can be made around school hours and holiday periods • This small organisation has a fluid working environment that requires malleability and autonomy 			
This position description is not exhaustive. The incumbent may be expected to undertake other relevant activities and responsibilities following discussion and agreement.			
CEO Approval		Date	
Employee Acknowledgement		Date	