

## Position Description

Title:	Finance Officer
Classification:	Dependent on skills and experience
Remuneration circa	\$45,448 per annum pro rata
Status:	Fixed term, part-time
Hours:	15.2 hours per week
Department:	Finance
Location:	North Fitzroy, Victoria
Enquiries:	Paola Rossi 03 9482 1194
Closing Date:	29 September 2011

<b>Background</b>	The Spanish Latin American Welfare Centre Inc. (CELAS) is a non-for-profit organisation that services the Spanish-speaking community of Victoria. Established in 1977, the organisation offers a range of programs and services for the Spanish-speaking community, including educational and taxation services, support groups, case work, counseling and extensive work in the aged care sector.
<b>Job Summary</b>	To be responsible for maintaining financial and accounting services and records, in order to meet legislative and funding requirements. The role requires supporting the agency in financial matters, liaising with internal and external stakeholders and others with matters related to finance and provide support and recommendations to the Centre Manager and Management of Committee in areas related to finance.
<b>Key Responsibilities and Duties</b>	<ul style="list-style-type: none"> <li>▪ Responsible for preparing financial statements, maintaining cash control and purchases, preparing payroll, maintaining accounts payable, maintain and manage budgets and managing office operations</li> <li>▪ Coordinate the transition in payroll from an external</li> </ul>

**Mandatory Requirements**

**Reporting Relationships**

cooperative

- Administer and monitor the financial system in order to ensure that CELAS finances are maintained in an accurate and timely manner
  - Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys
  - Administer employee files and records in order to ensure accurate payment of benefits and allowances
  - Administer payroll in order to ensure that employees are paid in an accurate and timely manner
  - Recording of CELAS’ petty cash and monthly balance for CELAS programs and services.
  - Liaise with the agency’s bank with all banking matters
  - Dealings with the community, other agencies and organisations
  - Making EFT payments to suppliers, salaries, superannuation, guarantee contributions, Advantage Salary Packaging and any others payments needed
  - Liaising with all external stakeholders related to finances
  - Undertake management of payroll and TIL records.
  - Balancing and managing volunteers allowance, payment for programs and membership fees.
  - Manage all program budgets for the agency
  - Liaise with auditors and prepare documentation for auditing procedures
  - Comply with funding agreements in areas related to financial compliance
  - Liaise with staff and members of the community to discuss and resolve issues of concern, and recommend action to the Centre Manager or provide advice as required.
  - Prepare correspondence to staff, stakeholders, members of the community and others in responses to issues as required.
  - Ensure effective management of issues under investigation.
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- Accounting or bookkeeping qualifications
  - Mandatory police check upon appointment
  - Insolvency check upon appointment

Reports to: CELAS Centre Manager & CELAS Treasurer  
Internal Liaisons: Administration Officer, Program Coordinators and team leaders, staff and volunteers  
External Liaisons: Funding departments, contractors, suppliers & clients

## **Selection Criteria**

1. Knowledge and experience working with MYOB software system
2. Minimum one- year experience in a similar role
3. Ability to work autonomously and as part of a team, when required.
4. Good interpersonal skills and a demonstrated ability to communicate effectively at all levels.
5. Fluent in Spanish and English
6. Extensive experience working with small and large budgets
7. Awareness and experience of the issues and constraints (funding, resources and the like) of working within the non-for-profit sector

Please forward a cover letter addressing the selection criteria, along with your resume to [administration@celas.org.au](mailto:administration@celas.org.au)