



Position Details	Position Title	Finance Officer
	Employment Type	0.4 EFT Fixed term – 12 months
	Remuneration	<p>All WHIN staff are employed under the conditions set out in its workplace agreement. This is equivalent to a level 4 position in the SCHCADS Award, with a salary of \$65,670 (pay point 1) to \$71,853 (pay point 4) per annum (\$26,268 to \$29,741 for the 0.4 EFT). The pay point will be negotiated according to education, training and years of experience in similar organisations and/or roles.</p> <p>The organisation offers employees the opportunity of salary packaging of up to \$16,050 per annum (\$30K grossed up). Salary packaging can increase the value of the net salary by up to \$90 per week (depending on personal taxation situation). (Salary packaging is subject to legislative requirements and in accordance with WHIN's policy.)</p> <p>In addition to four weeks annual leave staff are granted an additional 3 days leave (grace-in-favour days) across the Christmas/New Year period (as these fall on normal days worked) and generous personal leave arrangements apply. Permanent staff are also eligible for up to 12 months maternity leave (8 weeks paid) and 10 days study leave (conditions apply).</p> <p>WHIN's pending Enterprise Agreement (currently before Fair Work Commission) also provides for 3% above award salaries. This will be implemented on approval by Fair Work and is retrospective to employment date.</p> <p>WHIN has a time-in-lieu policy for overtime worked outside the 8.00 am – 7.00 pm designated flexi time arrangements.</p> <p>Successful applicants be required to enter into a Privacy and Confidentiality Agreement and undergo a police check.</p>
	Exemption	EOE H191/2017 – this position is open to women only.
	Location	Women's Health In the North 680 High St, Thornbury, Victoria,3071
	Reports to	Manager, Corporate Services
Organisational Context	<p>WHIN is the regional women's health service which operates in Melbourne's northern suburbs.</p> <p>WHIN's vision is that all women in the northern region have voice, choice and power in all aspects of their health and wellbeing.</p>	

		WHIN addresses gender inequities and the determinants of women's health, safety and wellbeing through leadership, advocacy, research, knowledge translation and strategic partnerships.
Position Summary	Key Objective	<p>The Finance Officer is responsible for contributing to the smooth operation of the organisation in a manner that supports the achievement of the overall strategic directions as outlined in WHIN's Strategic Plan.</p> <p>The role involves payroll, accounts payable, accounts receivable, petty cash management and reconciliation, bank reconciliation, and other duties under financial management and reporting.</p> <p>The Finance Officer must work within the constraints of Australian Standards as well as Taxation Legislation.</p>
Key Result Areas	Accounting and Bookkeeping	<ul style="list-style-type: none"> • Provide high quality bookkeeping, accounting and financial services. • Maintain and reconcile general ledger and bank accounts/ statements. • Manage and maintain debtor and creditor accounts. • Process and pay supplier accounts. • Process and receipt debtor accounts. • Ensure transactions are properly and accurately recorded in Reckon Accounts (formerly QuickBooks). • Verify credit card transactions and reconcile account monthly. • Maintain and reconcile petty cash. • Maintain computerised accounting system (Reckon Accounts). • Maintain accurate financial files and records.
	Financial and Reporting	<ul style="list-style-type: none"> • Maintain fixed assets register. • Meet funding bodies reporting requirements. • Meet WHIN's tax obligations including preparation and submission of Business Activity Statements. • Inform the development of annual budgets and work with the Manager, Corporate Services and CEO to develop budgets and monitor expenditure against them. • Prepare quarterly financial statements for CEO; Managers; Finance, Audit and Risk Management (FARM) Committee and Board of Governance. These include profit and loss statements, balance sheets, forecasts budget analysis and commentary. • Assist external accountant and auditor with annual audit.

	Investments	<ul style="list-style-type: none"> • Monitor investments, taking steps to appropriately re-invest at maturity.
	Payroll and Human Resources	<ul style="list-style-type: none"> • Maintain accurate personnel records in Reckon's payroll module. • Process fortnightly payroll. • Process single touch payroll submissions to the ATO. • Process and pay superannuation contributions. • Discharge PAYG obligations.
	Collaboration and Teamwork	<ul style="list-style-type: none"> • Actively participate as a member of the Corporate Services Team. • Work collaboratively and proactively to achieve team and organisational goals. • Participate in staff and team meetings as well as staff development activities. • Participate in organisational planning including WHIN's annual review of its strategic direction and development of operational plans.
	Organisational Development	<ul style="list-style-type: none"> • Monitor and implement financial policies and procedures. • Develop and maintain relevant professional relationships and partnerships with WHIN's key stakeholders as prioritised in the Strategic Plan and as directed by the CEO and the Manager, Corporate Services. • Represent WHIN at various meetings and forums as directed. • Participate in work planning and performance review and appraisal. • Apply the organisation's vision, mission and values in order to achieve WHIN's strategic objectives and priorities. • Be actively involved in a learning organisation, including continuous quality improvement and accreditation processes.
Key Selection Criteria	Essential	<ul style="list-style-type: none"> • Demonstrated extensive experience in the delivery of high quality bookkeeping, accounting and financial services. • Advanced computer literacy including Microsoft Office suite, particularly Excel, and the internet. • Sound knowledge and experience of the accounting package Reckon Accounts (formerly QuickBooks). • Sound general mathematical skills. • Strong attention to detail. • Well-developed communications skills – both verbal and written.

		<ul style="list-style-type: none"> • Ability to build and maintain positive relationships with WHIN’s stakeholders. • Strong planning, time management and organisational skills. • Ability to work both independently and as part of a team, and respond flexibly to organisational demands and priorities. • Commitment to WHIN’s vision, mission and values.
	Desirable	<ul style="list-style-type: none"> • A qualification in financial services, accounting or business. • Bookkeeping/accounting experience in the ‘not-for-profit’ sector. • Knowledge of human resources/payroll package Employment Hero and Premium HeroPay. • Ability to speak a community language. • A Victorian driver’s licence. • Aboriginal and Torres Strait Islander women are encouraged to apply.
Performance Monitoring		<p>All new appointments are subject to a three-month probationary period.</p> <p>Regular supervision is provided by WHIN, during which workload and performance are monitored.</p>
Application Details		<p>All applications must contain a statement addressing each of the key selection criteria and three nominated referees including your most recent line manager. Applications that do not contain this information will not be considered.</p> <p>This position is open to women only. WHIN holds Equal Opportunities Exemption EOE 191/2017.</p> <p>Please send applications to the following email address with your name and ‘Confidential’ in the subject line:</p> <p>Adriana Uteda Manager, Corporate Services info@whin.org.au</p> <p>CLOSING DATE FOR APPLICATIONS: COB Monday 20 August 2018.</p>
Further Information		<p>If you have specific queries about this position, please contact Adriana Uteda, Manager, Corporate Services at Women’s Health In the North on 9484166.</p> <p>For more information go to WHIN’s website page ‘Jobs with WHIN’: http://www.whin.org.au/?page_id=78</p>