Position Description:

Finance & Administration Officer

About Switchboard Victoria (Inc.)

Switchboard Victoria is a community based not for profit organisation that provides peer based, volunteer driven support services for Lesbian, Gay, Bisexual, Trans and gender diverse, Intersex, Queer, Asexual and more (LGBTIQA+) people and their friends, families and allies.

Position Details

Title:	Finance & Administration Officer
Organisation:	Switchboard Victoria (Inc)
Employment Type:	Part-time 22.5 hours per week (Flexible arrangements are negotiable) 18 month contract — with the intention of ongoing, pending funding
Classification/ Remuneration:	Social and Community Services Employee, Level 7 Pay Point 1 to 3 based on qualifications and experience to be confirmed as per the *Social, Community, Home Care and Disability Services Award* 2010 Plus, tax benefit from salary sacrifice package of up to $15,899
Location:	Melbourne CBD until June 2020. St Kilda onwards
Reports to:	CEO, Treasurer
Direct reports:	CEO

Position overview

The Finance and Administration Officer will report to the Chief Executive Officer and Treasurer and is responsible for providing effective and efficient financial and administrative services to support Switchboard in best allocating its resources. They are responsible for Organisation's day-to-day accounting and bookkeeping procedures and assisting with monthly financial reporting to the Board. The role will also require some administrative support to relieve other staff members.

Key responsibilities

- Bookkeeping. Predominately reconciliation of bank transactions in a timely manner.
- Reconcile and acquit grant and funding income.
- Processing of payroll on a fortnightly basis.
- Invoicing, cash collection and debtor management.
- Manage supplier payments and accounts payable.
- Review and process employee reimbursements.
- Assistance in the preparation of the Annual Financial Statement and Annual Information Statement for lodgement with the ACNC. This includes liaising the auditor to answer any queries.

- Maintenance of membership register, including the invoicing of Members
- Managing Member fees
- Managing training course fees for members and volunteers
- Maintain financial files and records.
- Maintain all relevant insurance polices.
- Provide limited administrative support to Switchboard staff and board as required
- Answering phones and enquires in a respectful and appropriate manner
- Managing mail outs and promotional material distribution
- Write meeting minutes
- Filing and record keeping management, including archiving
- Attend staff and volunteer training activities where appropriate
- Supporting Switchboard training days, internal meetings and events through booking of venues and organising catering

Key Selection Criteria

Essential

- Post-secondary qualification in Business Administration, Accounting or Management preferably at Certificate IV or above.
- Proficiency and extensive experience with Xero.
- At least 2 years' experience in a similar role.
- Good understanding of accounting principles including accrual accounting, reconciliations, general ledger journals and financial reporting.
- Commitment to the Vision and Purpose and alignment to the values of Switchboard. http://www.switchboard.org.au/about-us/
- Demonstrated team work skills.
- Good communication skills with a wide range of people.
- Ability to work autonomously, effectively managing own workload without continual guidance.
- Attention to detail and good time management and self-organisation skills
- Applicant must identify as part of the lesbian, gay, bisexual, transgender, gender diverse, Intersex, asexual communities (LGBTIQA) [Switchboard Victoria has an exemption under the Equal Employment]

Desirable

- Chartered Accountant.

How to apply for this job

Please apply with a resume and cover letter addressing the Key Selection Criteria.

Written applications are to be emailed to: admin@switchboard.org.au using the subject line: **Finance & Administration Officer.**

Applications close: Midnight May 5 2019

For more information contact Joe Ball, email: ceo@switchboard.org.au, website www.switchboard.org.au **or phone** 03 9663 2474.