

Job Description - Finance & Project Coordinator

Reports to:

- National Treasurer
- Administrative Coordinator

Position objectives:

To perform a wide range of bookkeeping, financial services and administrative & project duties in an accurate and timely manner

Responsibilities:

- Coordinate and oversee the day to day financial management and ensure finance and administration responsibilities are maintained within legal, legislative and funding requirements
- Provide financial reports, assist in setting budgets and assist in the maintenance of the financial health of the organisation
- Contribute to and maintain key operational and organisational planning requirements
- Office administration and project coordination
- Ensure WH&S practices are maintained according to the applicable Act.

Requirements of the position

Skills:

- Proficient numeracy skills.
- Highly developed bookkeeping skills.
- High level computer skills.
- Developed time and personal management skills.
- Highly developed customer service skills
- Administrative skills of a high order
- Stakeholder Liaison skills

Knowledge:

- Highly developed knowledge of general accounting procedures such as debtors, creditors, payroll and bank reconciliations.
- Developed knowledge of accounting requirements.
- Developed knowledge of MYOB accounting system
- Developed knowledge of Microsoft software programs
- Developed report writing skills

Management of Financial Services:

- Assist with coordination and guidance on all financial management processes
- Manage the day to day financial processes and controls, including all areas of;
 - Accounts Payables
 - Accounts Receivables - including Debt recovery
 - Associated tax requirements
 - Banking, Payroll, Superannuation
 - Insurance and Risk Management
 - Reporting to funding and legislative bodies
 - Asset Management
 - Purchasing
 - Membership
 - Show Income
 - Regional support: invoicing, accounts payable, generating Reports

- Oversee finance and administration computer systems to ensure effective processes are in place
- Provide information about financial operational records that ensure the accurate monitoring and reporting of income and expenditure across the Association
- Manage and ensure the processing of all financial transactions and alert the Treasurer of emerging issues
- Liaise with relevant Government Departments about financial and operational records as required
- Assist the National Treasurer and auditors, oversight audit preparation activities and ensure compliance with Australian and international accounting standards and Australian Tax Law for not-for-profit organisations
- Attendance and minute taking at Audit, Finance and Risk Committee Meetings
- Implementation of efficient office processes
- Answering phones and enquiries
- Work closely with, and to, the Administrative Officer to provide operational support
- Confidently & efficiently undertake all duties in “A Work From Home Situation”

Selection Criteria:

Essential:

- At least 3 - 5 years' experience in a financial administration position utilising computerised accounting software.
- Formal qualification or equivalent work experience in the field of Financial Management
- Detailed working knowledge of MYOB
- Highly developed knowledge of general accounting principles of creditors, debtors, payroll, and accounting to trail balance, GST and FBT principals.
- Ability to effectively manage time and willingness to work as an integral part of a small, efficient team, with a keen desire to “get the job done properly, the first time”
- Ability to prioritise workloads & conflicting deadlines

Desirable

- Knowledge of the Australian Alpaca Industry
- Experience in Digital Media
- Proven report writing skills
- Experience in project management and/or system development