

Finance Manager Application Package



3-5 Gordon Street Kondinin WA 6367
PO Box 10 Kondinin
Phone: 9889 1117
Email: coordinator@kondinincrc.com.au
Website: www.kondinin.crc.net.au

Kondinin CRC Finance Manager

The Kondinin Community Resource Centre (CRC) is managed by a voluntary committee and we are seeking a part-time Finance Manager to work within our team.

The position encompasses working in consultation with the Coordinator to provide a responsive, efficient, timely and accurate financial support service for the CRC. Other responsibilities of the position are included in the job description included in this package. The successful applicant could be working two days per week, with days and hours to be confirmed.

The ideal candidate will be an enthusiastic and self-motivated person who meets the selection criteria.

The Finance Manager position is offered under the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS) which includes an 11% super contribution and a uniform allowance.

Applications close at 4pm on Thursday 30th November

FINANCE MANAGER APPLICATION INFORMATION

Thank you for your interest in this position with the Kondinin Community Resource Centre.

To assist you with your application, please read the following information.

Equal Employment Opportunity

The Kondinin Community Resource Centre is an equal opportunity employer. All applicants will be assessed against the criteria included in this Application Package.

A selection panel will assess the applications for the position based on merit.

Applicants **must** be willing to gain a Working with Children Check as well as a Police Clearance.

What to include:

Your application should include:

1. A brief covering letter;
2. A statement addressing the selection criteria;
3. A copy of your current resume; and
4. Details of at least two referees.

Presentation of Application

You should provide us with one copy of your complete application. Please submit your application to the Kondinin Community Resource Centre addressed to:

Toni Smeed - Coordinator
Kondinin Community Resource Centre
PO Box 10
KONDININ WA 6367

Your application can be hand-delivered, posted or emailed to coordinator@kondinincrc.com.au by **4.00pm on Thursday 30th November 2023**. Applications received after this deadline will not be considered.

Post Application Process

- Receipt of your application will be confirmed in writing by email.
- Short list applicants will be notified by telephone.
- All unsuccessful applicants will be notified in writing once an offer of employment has been accepted.
- Feedback will be provided upon request.

Further information about this position is available by contacting the CRC Coordinator, Mrs Toni Smeed, on 9889 1117.

FINANCE MANAGER JOB DESCRIPTION

Position Title

Finance Manager

Position Objective

The Finance Manager's position, in consultation with fellow staff members and the management committee of the Kondinin Community Resource Centre, will primarily involve providing a responsive, efficient, timely and accurate financial support service for the CRC including invoicing, budgeting and payroll.

Reporting Relationships

The Finance Manager will be responsible to the Coordinator.

Statement of Duties

Training:

- Undertake training as directed by the Coordinator

Administration and Management

- Assist with the management of the day to day operations of the Kondinin CRC, including the processing of payments, receipting of money and balancing of transactions as necessary.
- Prepares budgets, monthly and end of financial year tasks for the CRC in consultation with the Coordinator.
- Develops and implements a range of financial policies and procedures and analyses financial data and information.
- Processes the CRC's payroll and manages staff leave and superannuation.
- Prepares quarterly reports for the Business Activity Statement for the CRC's accountant and liaises with him regarding preparation and payment of the BAS.
- Maintains and updates the GST & Payroll Reconciliation quarterly.
- Prepares the EOFY payroll paperwork and reports and liaises with the auditor.
- Maintains a digital file of all remittances and payments and other supporting documentation as required by the auditor.
- Assists the Coordinator and/or undertakes the preparation of proposals, funding submissions and grant applications and ensures funds are acquitted.
- Conducts and maintains in conjunction with the coordinator an audit of the CRC's assets.
- Applies quality improvement principles to various financial management tasks.
- Attends staff meetings and where applicable staff development workshops.
- Operates within the Centre's governance requirements.

- Manages the finances of the Kondinin Calendar.
- Acts as Property Manager of the Kondinin Progress Association singles units.
- Maintains and updates the Archival Disposal Schedule at the start of each new financial year.
- Undertakes additional responsibilities as and when required.

Client Service

- Provide information, advice and assistance regarding information technology, educational, training, communication, local tourism, business and social opportunities provided by the CRC as required.
- Assist customers to access services and other resources in a positive, friendly, professional and timely manner as required.
- Assist with preparation and planning of CRC activities and working to meet the requirements of the CRC contract with Department of Regional Development and Primary Industries as required.

Research, Planning and Marketing

- Promote all the capabilities of the CRC within the community.
- In consultation with the Coordinator, initiate and maintain revenue-generating programs and projects.
- Assist the Coordinator to assess the educational, business and social requirements of the Kondinin community and create educational, business and social opportunities.
- Together with the Coordinator be responsible for the ongoing evaluation of the CRC.

Selection Criteria

Applicants will need to address the following selection criteria in their written application:

- Demonstrate knowledge, skills and experience working within a financial management environment including showing experience in the preparation and maintenance of budgets and financial reporting;
- Have the ability to work autonomously with minimal supervision including prioritising workloads in order to meet agreed timeframes.
- Demonstrate initiative and problem-solving skills including the ability to learn and implement new information and adapt to new situations;
- Show sound verbal, written and interpersonal communication skills, including the ability to liaise and engage with a range of stakeholders in a variety of contexts;
- Contributing effectively within a team environment to achieve goals and outcomes;

- Demonstrate proficiency in using the MYOB accountancy package and have developed computer skills with experience in Microsoft Office programs such as Excel;
- Must have a myGovID account and mobile phone to receive banking and other authorisations;
- Have a professional manner and presentation; and
- Hold a current “C” (Car) licence.

Please include any other relevant information or experience you may have that will contribute to the Kondinin CRC team.

Pre-Start Requirements

A Police Clearance will be required prior to confirmation of employment.

A Working with Children Check (WWCC) will be required prior to confirmation of employment.

Probationary Period

Appointment to this position is subject to a three-month probationary period.

Conditions of Employment

Location	Kondinin Community Resource Centre (CRC) 3-5 Gordon Street, Kondinin
Salary Range	Salary is based on the Social, Community, Home Care and Disability Services Industry Award 2010. Payment is paid fortnightly into your nominated account
Normal Hours	This will be negotiated with the successful applicant.
Annual Leave	Four weeks annual leave (pro rata)
Other Leave	Ten days of personal leave accumulates from year to year. An employer is entitled to request evidence that would substantiate the reason for leave.
Superannuation	An employer contribution of 11% (or as determined by Government legislation) shall be paid into an approved superannuation fund nominated by the employee.
Uniform	A uniform will be provided after the three-month probationary period.