

Finance and Human Resources Coordinator

Woorinyan Community Services is a not-for-profit community business providing support services to people with a disability or disadvantage. We provide a range of services including employment services, day services and individualised packaged services. With a strong leadership base and solid corporate governance structures, Woorinyan Community Services is a focused and responsive organisation that delivers quality services.

❖ **Mandatory:**

- A police check
- Current drivers' licence

Part A: Organisation Values

Our Vision:	Creating Life Options, Maximising Service Opportunities
Our Mission:	To create integrated, accessible, sustainable quality services
Our Values:	Equity and Empathy; Honesty and Trust; Integrity and Accountability; and, Respect and Dignity.
Our Core Business:	Facilitating the linkages and access to service and resources that enhance individuals' lives.

Part B: Position Specification

Finance and Human Resources Coordinator	
Organisation:	Woorinyan Community Services
Staff Name:	
Department:	Corporate Services
Award:	Common Law Contract
Reporting structure:	Reporting to: Finance and Corporate Services Manager Direct reports: N/A

Position statement

The role of the Finance and Human Resources Coordinator will be to provide financial and administrative support to the Finance and Corporate Services Manager and to the CEO. The Finance and HR Coordinator will assist other administrative staff and provide administrative support to other personnel where possible.

The desired outcome of this role will be measured by key results areas.

Key result areas

Financial Management	<ul style="list-style-type: none"> • Each fortnight prepare wages, including monthly payment of PAYG, superannuation and other payroll related liabilities, to 100% accuracy. • Reconcile accounts on MYOB to 100% accuracy (zero balance). • Prepare and issue invoices on behalf of Woorinyan Inc and manage credit control to 95% accuracy. • Check figures, postings and documents for correct entry,
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	<ul style="list-style-type: none"> mathematical accuracy and proper codes to 95% accuracy. • Process all transactions on a timely basis and ensure all approved as per Woorinyan guidelines. • Ensure that GST correctly treated within the accounts to 95% accuracy. • Prepare monthly reports as required and forward to Finance and Corporate Services Manager.
Human Resources	<ul style="list-style-type: none"> • Manage Woorinyan’s Workcover processes as documented (from Injury reporting to return to work). • Attend to payment of Workcover claims and expenses as they fall due. • Maintain an adequate understanding of relevant Awards, EBA’s and National Employment Standards.
Administration	<ul style="list-style-type: none"> • Answer/direct phone calls or take messages as required. • Backfill reception or administrative duties as required.

Responsibilities

Other responsibilities include:

- classify record and summarise numerical and financial data to compile and keep financial records using MYOB, Excel, etc
- receive, record and bank cash, cheques, EFT and credit card payments
- comply with federal and state regulations, and, Woorinyan’s Integrated Management System
- compile statistical, financial, accounting and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and payroll
- code documents according to Woorinyan’s processes
- reconcile or note and report discrepancies found in records
- following approval requirements
- assisting the Finance and Corporate Services Manager and Executive Assistant/Receptionist as required
- greeting visitors/stakeholders and determine whether they should be given access to specific individuals when backfilling for the Executive Assistant/Receptionist
- developing specific goals and plans to prioritise, organise and accomplish your work
- follow Woorinyan’s policies and procedures and other documentation in the management system

Delegations, authority levels and decision making

The incumbent does not have authority to delegate tasks to others. The incumbent will be required to refer to the Finance and Corporate Services Manager, CEO, or appropriate Senior Management Team member, on:

- any discrepancies found in records
- any discrepancies with staff timesheets
- any other concern that is significant and should be reported to line management

Part C: Person specification

Qualifications

Mandatory:

- relevant qualifications and/or equivalent demonstrated experience relevant to the position

Key knowledge areas

Mandatory:

- economics and accounting
- human resources and industrial relations
- administration

Desired:

- social and community services industry awareness

Key skills/abilities

- operate computers programmed with accounting software to record, store and analyse information
- operate computers programmed with document management software and office suite software
- effective verbal and written communication
- accurate report writing
- time management
- sound judgement and decision making
- problem solving skills

Personal attributes

- high level of professionalism including maintain confidentiality
- active listening
- critical thinking
- shows initiative
- attention to detail
- problem sensitivity
- number facility
- active learning
- self disciplined
- reliable
- takes responsibility for work outcomes

Experience

Mandatory:

- experience in bookkeeping/accounting (including payroll, invoicing and receivables, purchases and payables, GST, reconciliations)
- experience with accounting packages (preferably MYOB)
- experience in administration
- experience in human resources

Part D: Other Information

Days & Hours	
Total Days Per Fortnight:	10 days
Total Hours Per Fortnight:	76 hours
Potential Spread of Hours:	Monday to Friday between the hours of 7.00am and 10.00pm
Allocated Days and Hours:	Your line manager will inform you of your allocated work days and hours. These are subject to change at any time in accordance with the operational needs of the organisation. The organisation will endeavour to provide a minimum 2 weeks notice of any significant changes.
Overtime:	Some overtime maybe necessary at times; this must be <u>approved in advance</u> by the line manager and will be taken as TOIL.

Annual review

The incumbent's performance appraisal shall be evaluated by their line manager each 12 months, on a change of service or role, and on request. The appraisal will be based on the key results areas and will include current and past performance, and realistic opportunity to fulfil the role in the next 12 months.

Notice period

A period of 4 week's written notice is required from employees of their intention to terminate their services.

Part E: Sign off

Position offered by:

Name:

Signed:

Date:

Position:

for Woorinyan Inc.

Incumbent statement:

I have read, understand and accept all pages of the above position description, initial previous pages.

Name:

Signed:

Date: