

	Peninsula Community Legal Centre	<h1>Position Description</h1> <h2>Finance Officer</h2>
---	--	--

Position Title	Finance Officer (20hrs p/w)
Tenure	Ongoing, subject to sufficient & continued funding
Division	Legal Services
Location	Frankston
Classification	Social, Community, Home Care & Disability Services Industry (SCHADS) Award 2010 2B Lev6
Approved By	Chief Executive Officer

POSITION OBJECTIVE

The Finance Officer will work in consultation with the Chief Executive Officer to plan and execute strategies that create an efficient, transparent and healthy financial performance for the organisation. This involves establishing and maintaining processes and controls for the financial systems and core accounting cycles.

The Finance Officer position will complete finance administrative functions, including transaction entry, reconciliations, compliance, payroll, reporting with commentary and budget preparation, review, and analysis.

The Finance Officer will ensure PCLC's effective financial control and appropriate financial accountability to the Management Committee, management team, Association members, funders and regulatory bodies.

KEY ACCOUNTABILITY AREAS

Financial management

- Preparation of budgets in collaboration with the CEO, executive team and Management Committee/Finance Sub Committee
- Provide financial information to management and members of Committee of Management regarding financial performance
- Maintenance of Reckon accounting system / general ledger
- Entry and reconciliation of all transactions through Reckon
- Monitoring of ongoing income and expenditure versus budget
- Monitoring of assets and payment commitments
- Management of financial aspects (Grants) of programs / projects and support of key staff with related financial accountability requirements
- Maintain up to date knowledge of the financial requirements within the not-for-profit sector and relevant governing bodies in conjunction with the CEO
- Report to the CEO and Treasurer issues of concern in relation to the financial operations

Taxation and compliance

- Ensure PCLC documents are prepared, processed and retained in accordance with ATO compliance requirements. eg: Tax invoices, correct application of tax codes and accurate GST allocations for BAS purposes.

- Review, and reconcile BAS/IAS data in a timely manner
- Prepare, lodge and remit BAS/IAS statements within ATO lodgement dates.

Financial reporting

- Preparation of monthly Profit and Loss reports with variance to budget analysis to management team and Committee of Management
- Preparation of balance sheet
- Preparation of program Profit and Loss reports for CEO and management team
- Completion of financial acquittals to funding bodies as required in conjunction with the CEO

Grants management

- Management of transactions re grant and other funded programs / projects
- Maintenance of unexpended grants and other income received in advance

Payroll

- Management of fortnightly payroll functions end to end including review, allowances, back pays and upload of timesheets using ELMO
- Journal entry to import payroll expenses and liabilities into accounting package
- Reconcile PAYG-W obligations monthly
- Long Service leave obligations quarterly - Portable Long Service Authority (PLSA)
- Prepare annual WorkCover premium calculation and review
- Maintenance and reconciliation of leave entitlements,
- Maintenance of employee payroll records

Payment of Fringe Benefits and reporting requirements

- Reporting to ATO Single Touch Payroll (STP) - Super funds, WorkCover authority and other regulators as required.

Income and receivables

- Management of Accounts Receivable
- Processing of all receipts
- Maintenance of Reckon debtors' database and debtor management.

Expenditure and payables

- Management of Accounts Payable function end to end
- Processing of all payments using ABA files, BPAY and transfers
- Maintenance of creditors database

Banking, investments and cash management

- Reconciliation of all bank accounts including credit cards

Assets

- Maintain value of assets in balance sheet
- Maintain depreciation schedule for assets

Period-end accounting procedures

- Management of monthly/quarterly account closes
- Reconciliation of Balance Sheet accounts
- Preparation / processing of manual journal entries as required

Financial records

- Maintenance of effective and secure computer and paper-based records, including all supporting documentation for transactions, in accordance with organisational and

- legal requirements
- Archiving as required

External Financial audit

- Preparation of financial records for external annual audit and resolve any Recommendation's from the Auditor

ORGANISATIONAL RELATIONSHIPS & RESOURCE MANAGEMENT

Reports to:	Chief Executive Officer Management Committee
Internal Liaisons:	Staff, contractors, and Finance Sub-Committee
External Liaisons:	Auditor, suppliers, ATO, Portable Long Service Leave Authority
Direct Reports:	No reports to this position

ACCOUNTABILITY, AUTHORITY AND DECISION MAKING

The position reports directly to the Chief Executive Officer

All work and conduct is to be performed in accordance with PCLC Policy and Procedures, PCLC Strategic Plan and PCLC Work Plan.

Professional judgement is exercised in the performance of routine tasks.

Direction is sought prior to engaging in non-routine tasks..

SELECTION CRITERIA

- Extensive and appropriate accounting and payroll experience, with specific experience in bookkeeping functions up to reporting, accrual accounting practice and analysis, and an understanding of the requirements of accounting standards and GST
- Diploma of Accounting and/or Financial Services is preferred
- Experience in establishing and managing Reckon financial systems
- Experience in processing bookkeeping transactions including payroll, accounts payable, accounts receivable, fixed assets, journals and reconciliations
- A thorough understanding of and experience in maintaining financial information technology systems within an operational environment of an incorporated association governed by a voluntary board
- Demonstrated experience in HR Software systems
- Highly motivated with an ability to carry through tasks to completion within agreed timelines, and with high attention to detail and minimal supervision
- Demonstrated knowledge of and commitment to social justice principles, understanding of the legal assistance sector and a commitment to PCLC's vision and values.

- Well-developed interpersonal and communications skills
- Competency in using word processing and electronic communication programs
- Holds a current Victorian Driver's Licence and has access to a reliable and comprehensively insured vehicle.

OTHER RELEVANT INFORMATION

- Successful Police and Working with Children checks
- A six-month probationary period applies to this position.
- Ensure compliance with all Privacy Legislation and treat all information of a personal and sensitive nature concerning the business of PCLC and its clients, in a professional and confidential manner in accordance with PCLC's information and records management procedures.
- Ensure that all PCLC policies, procedures, systems and work practices are implemented and adhered to, in particular, in human resource management, risk management and customer service.
- Act in a professional manner at all times while performing duties for and/or representing PCLC in line with the Staff Code of Conduct.
- An attractive remuneration package will be negotiated with the successful applicant. Salary packaging is available.

ORGANISATIONAL CONTEXT

Peninsula Community Legal Centre (PCLC) is one of 49 community legal centres in Victoria. It operates across six local government area in the south east of Melbourne – Cardinia, Casey, Frankston, Glen Eira, Kingston and Mornington Peninsula. PCLC is headquartered in Frankston and has branch offices in Bentleigh, Cranbourne, Frankston North and Rosebud.

The Centre works to empower and support disadvantaged community members of the South Eastern and Westernport region to use the law and legal system to protect and advance their rights and broaden their awareness of their responsibilities. The Centre offers general legal advice and casework services, specialist family law, tenancy, family violence, rooming house and social work programs, and is active in community legal education and law reform work.

PCLC VISION AND VALUES

Vision

Delivering justice for our community – Promoting and protecting human rights and equality before the law

Values

- Fairness
- Respect
- Integrity
- Empowerment
- Independence
- Accessibility
- Quality

Mission

PCLC will ...

- Empower and support disadvantaged and vulnerable people in our community to address their legal needs.
- Engage and build an ever strengthening and capable legal practice
- Foster and maintain a network of support for the vulnerable and disadvantaged within our community
- Support families in the provision of services that champion child welfare and safety in the eyes of the law
- Deliver a legal service that builds our community toward building one free from violence .

Objectives

- Deliver high quality and holistic community legal services, ensuring equity, fairness and justice for all
- Actively engage in systemic advocacy, to promote and enhance human rights and ensure access to justice
- Proactively develop the organisation and its employees to effectively respond to changing community needs.
- Innovatively and responsively address increasingly complex legal and social issues impacting upon our community
- Demonstrate leadership within our community and the legal assistance sector.