



A Community Legal Centre

A MERGER OF DAREBIN COMMUNITY LEGAL CENTRE AND FITZROY LEGAL SERVICE

Reg No. A0105338Y
ABN 13 421 440 211

W: www.fitzroy-legal.org.au
E: enquiries@fls.org.au

POSITION DESCRIPTION – Finance Officer/Bookkeeper

Fitzroy Legal Service is a community-based organisation, independent of government, dedicated to assisting marginalised and vulnerable members of the community with legal information, advice and representation, as well as championing law reform and conducting public interest litigation. Our services are offered across the Cities of Darebin and Yarra, and the inner north of Melbourne.

For further information please visit our website www.fitzroy-legal.org.au

POSITION OUTLINE

Classification and conditions	The terms and conditions of employment are set out in the <i>Community Legal Centres 2006-2009 Multiple Business Agreement (MBA)</i> and Fitzroy Legal Service policies. This position is classified at Level 4 of the Social, Community, Home Care and Disability Services (SCHCADS) Industry Award and is offered as a two day per week position. Employer funded superannuation is paid in accordance with the <i>Superannuation Guarantee (Administration) Act 1992</i> , and is in addition to the salary offered. The benefits of tax-effective salary packaging are also provided.
Duration	12 month contract
Responsible to	Finance & Operations Manager
Direct Report/s	Nil
How to apply	Candidates are requested to email the following as <u>one</u> PDF document: <ul style="list-style-type: none">• A covering letter, no longer than one page;• A response to the Key Selection Criteria; and• A resume which includes details of education, work and volunteer experience. Applications should be emailed no later than <i>5pm Monday 16 March 2020</i> to bkelly@fls.org.au . Enquiries can be directed to Brendan Kelly on (03) 9411 1312

PRIMARY OBJECTIVE

- To Maintain appropriate records of all income and expenditure, payments and receipts including accounts payable in accordance with standard internal controls and tax requirements.
- To provide assistance to the Finance & Operations Manager.

OUR OFFICES

279 Spring Street
Reservoir 3073
Ph: (03) 9484 7753
Fax: (03) 9462 3297

Level 4, Fitzroy Town Hall
PO Box 297, Fitzroy 3065
DX no. 96611
Ph: (03) 9419 3744
Fax: (03) 9416 1124

Neighbourhood Justice Centre
241 Wellington Street, Collingwood 3046
PO Box 1142, Collingwood 3066
DX no. 211512
Ph: (03) 9948 8698



KEY DUTIES AND RESPONSIBILITIES

- To prepare supplier payments and code accordingly for entry into MYOB for approval by Finance & Operations Manager;
- To receipt all income and process receipts in MYOB, and enter funding allocation to programs;
- To prepare banking on a weekly basis and maintain monthly bank reconciliation;
- Assist with the preparation of Monthly Financial reports and variance analysis;
- Reconciliation of Petty Cash and Visa Credit Card Statements;
- Record donation and FLS membership subscription and acknowledge receipt accordingly;
- Maintain an Asset Register and update the depreciation schedule monthly for financial reporting;
- Assist with the preparation of Business/Instalment Activity Statements (monthly/quarterly), and PAYG summary (annually), remittance of Superannuation Guarantee (SG) (monthly/quarterly), payment of work cover premium and submission of annual statement and FBT Return (annually); and
- Assist with booking conference/seminar arrangements for staff as required.

General

- Support the achievement of the FLS Strategic Objectives and Values, adhering to organizational policies and procedures;
- Attend internal staff and planning meetings, supervision and performance review processes;
- Participate in professional development as required;
- Involvement in fundraising and other events as required;
- Assist with other administration work (e.g. mail collection, front desk sales, counter enquiries) as required; and
- Perform other duties as directed and necessary to the proper performance of the role.

KEY SELECTION CRITERIA:

Essential:

- Sound bookkeeping experience;
- Experience in MYOB/Xero or similar accounting package;
- Intermediate to advanced skills in Microsoft Office Suite including Word and Excel;
- Ability to set work priorities within a competing environment, meet deadlines and work in an unsupervised capacity and
- Good oral and written communication skills.

Desirable

- Relevant qualification in bookkeeping/accounting;
- Experience working in the non-profit/community sector or a legal practice; and
- Ability to be self-directed as well as part of a team.

LOCATION, TRAVEL AND WORK OUTSIDE OFFICE HOURS

The position will be based at the FLS office on Level 4 of the Fitzroy Town Hall. Some travel may be required (eg: to attend meetings). Reasonable travel expenses are reimbursed.

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa. An offer of employment will also be subject to the completion of a National Police Check.

Aboriginal and/or Torres Strait Islander people are encouraged to apply.