

POSITION DESCRIPTION

FINANCE VOLUNTEER ROLE

PURPOSE

The Finance Volunteer role is based in the Croydon Admin Hub and is responsible for the maintenance of accurate and timely financial processes, data and information. In general supporting The Babes Project Executive team and the broader team to meet financial and strategic financial goals.

HOURS

The role requires a minimum of 8 hours per week in one continuous shift. There maybe a requirement to do additional hours around month end/year end.

SUPERVISION

The Finance Volunteer role reports to the Director of Operations

KEY DUTIES/RESPONSIBILITIES

- Accounts payable, accounts receivable, cash flow management and Payroll.
- Ensure financial information is accurately processed, processes are appropriately maintained.
- Maintain Donor processes.
- Rolling forecast planning, and management reporting.
- Meet statutory obligations/compliance eg. BAS returns, ACNC, ATO etc.
- Support the Grant Application process as required.
- Communicate with the Management re safety concerns, areas of risk, incidents or accidents, support required, work load, training requirements, suggestions for improvements etc.
- Support The Babes Project culture actively through positive and genuine interactions at all times.

EXPERIENCE/SKILL REQUIREMENTS

The incumbent should be someone who has a genuine interest and desire to contribute to an organization that is committed to providing excellent care to vulnerable women facing pregnancy.

The following skills/attributes are key to success in the role:

- A formal relevant qualification or part thereof is preferable (Chartered Accountant/CPA) with 3 years plus experience or an experienced bookkeeper.
- Competency and confidence in using computers and associated software including Excel, Xero etc.
- Excellent attention to details.
- Good communicator both verbal and written.
- A self-starter who values team collaboration and strives to deliver great outcomes.
- Physical capacity to stand and sit for prolonged periods (>30 minutes at a time), ability to climb stairs, occasional lifting and carrying items that weight up to 10kgs.
- Has a non-judgmental supportive approach and an appreciation for the fact that The Babes Project works with vulnerable children and women.
- Understands the significance of and adheres to principles of confidentiality as it pertains to volunteer and client information and also intellectual property that belongs to The Babes Project.