



**This package contains the following information to assist you with an application for:**

## **ADMINISTRATION FINANCE ASSISTANT (Part time)**

### **1. General Conditions of Employment**

### **2. Position Description**

### **3. Selection Criteria**

Applicants are requested to include the following in their application:

- (a) Cover letter stating which position/s you are applying for and what attracted you to that position.
- (b) Responses to Selection Criteria. Shortlisting for interview is based on your knowledge, skills and experience meeting the selection criteria. Applicants who do not address the Selection Criteria may not be interviewed.
- (c) Current Resume.
- (d) Referees. Please provide at least three (3) recent work related referees who we can contact.

Applications can be submitted by:

Email: [julie@csci.org.au](mailto:julie@csci.org.au)

In Person: 13-17 Donald Street, Innisfail QLD 4860

Post: Private & Confidential

Manager

Community Support Centre Innisfail

PO Box 886 INNISFAIL QLD 4860

**Applications close Monday 17<sup>th</sup> May 2021**

**Community Support Centre Innisfail Inc. (CSCI)** is a community based, not for profit, support organisation with a proud history of serving the local community for more than 45 years.

CSCI delivers a range of quality services that strive to foster community resilience, social connectedness and enhance the capacity of individuals and families across the Cassowary Coast.

We provide a variety of government funded and fee-for-service programs. CSCI is a NDIS registered provider.

CSCI is an Equal Opportunity Employer and is committed to fair, merit-based recruitment selection processes.



## **ADMINISTRATION FINANCE ASSISTANT (Part time)**

### **POSITION DESCRIPTION**

#### **POSITION**

Administration Finance Assistant (Part time)

#### **PURPOSE**

The Administration Finance Assistant is responsible for completing specific finance and compliance functions that enable the organisation and its services to conduct their activities.

This role will also provide support and backfill for the Administration Finance Officer.

#### **ACCOUNTABILITY**

The Administration Finance Assistant is responsible to the Manager of Community Support Centre Innisfail Inc. through the Administration Finance Officer.

#### **SALARY AND CONDITIONS**

Permanent Part-Time

HOURS: 15 Hours per week

SALARY: LEVEL 3 SCHCDS Award 2010 (\$31.48/Hr)

+ Salary sacrificing benefits available

Time Off in Lieu (TOIL) arrangements apply for hours worked outside of nominated hours.

The position is based at the Community Support Centre Innisfail. A work vehicle will be provided for any travel required to meet organisational needs.

## **DUTIES:**

### **General**

- Work within CSCI purpose, values and strategic direction
- Abide by CSCI Policies and Procedures
- Maintain an awareness of accountability requirements held within legislation, Service Agreements and contracts for services
- Ensure the security of MYOB and other financial information on the computer systems
- Maintain professional and ethical work practices, knowledge and skills, and participate in professional development activities
- Participate in regular supervision and attend staff and team meetings as required
- Contribute to work area development, and fulfil other tasks as reasonably directed by the Admin Finance Officer or CSCI Manager

### **Finance Systems**

- Maintain records for petty cash float including regular reconciliations
- Prepare, record and manage sales invoicing including fee for service and NDIS
- Regular communication with Debtors both by phone and email
- Timely and accurate receipting and recording of payments received
- Bank all monies received
- Record purchases in MYOB
- Filing and record keeping in line with audit requirements
- Assist with the end of month process function, general finance reporting, and other support duties

### **Compliance Systems**

- Maintain Working with Children Blue Card register and compliance with the Working with Children Blue Card system
- Maintain NDIS Worker Screening Register and compliance with NDIS Worker Screening system
- Maintain 'Go Pack'/offsite emergency register

## **Relief Duties**

This position will provide relief back-up when the CSCI Admin Finance Officer is unavailable/on Leave. Additional duties in those periods may include:

- Prepare and process payroll for all paid staff, including Salary Packaging amounts
- Calculate and process PAYG, Superannuation, and Workers Compensation obligations
- Calculate and process the monthly GST and quarterly IAS statements
- Manage and record all Account Payments
- Bank Reconciliations
- Provide monthly financial reports to Committee for approval, including reconciled reports, bank transfers and payments, and income and expenditure summary
- Prepare quarterly budget review reports for Committee
- Assist the Manager and relevant staff with financial information for the management of budgets and lodgement of applications for funding
- Produce quarterly acquittals for funding bodies
- Manage the upkeep of equipment and supplies to meet staff needs and health and safety standards
- Manage the repairs and maintenance of CSCI assets
- Process and monitor all insurance claims
- Manage CSCI installations (telecommunications, IT, electricity, alarm system etc.)

## **SELECTION CRITERIA**

**Applicants who do not address the Selection Criteria may not be interviewed**

### **Essential Requirements**

- Please Note: A Working with Children Blue Card clearance and a NDIS Worker Screening Clearance will be required prior to commencing in this role
  - Demonstrated knowledge of, and experience in using MYOB accounting system
1. Demonstrated knowledge of basic accounting principles
  2. Demonstrated attention to detail and commitment to accuracy
  3. Highly developed interpersonal and communication skills (written and oral)
  4. Demonstrated competence in using spreadsheet, word processing programs and online portals and environments
  5. Proven time management skills and ability to meet deadlines
  6. Demonstrated capacity to work independently and as a member of a team