

POSITION DESCRIPTION

Title	Finance and Systems Coordinator
Classification	WHV Enterprise Agreement 2018, Level 3 Classification
Team	Business Services Team
Work location	Level 8, 255 Bourke St, Melbourne (flexible work options negotiable within a hybrid model)
Employment type	Part time: 0.8 FTE
Salary	\$92,773 per annum pro rata
Position reports to	Business Manager
Date Approved	3 November 2022

1 Organisational Environment

Women's Health Victoria (WHV) is a statewide women's health promotion, advocacy, and support service with a proud history of over 29 years. We are an independent, feminist, not-for-profit organisation. We advocate and build system capacity for a gendered approach to health that reduces inequalities and improves health outcomes for women.

We collaborate with women, health professionals, researchers, policy makers, service providers and community organisations. Our health promotion, information and support programs work with and for women using an intersectional lens, to identify and respond to service gaps and health inequalities in innovative ways.

The organisational structure comprises four portfolio areas who all contribute to achieving the goals and priorities set out in the [WHV Strategic Plan 2018-2023](#). This includes the Policy, Health Promotion and Capacity Building unit; 1800 My Options phone line and information service; Counterpart – peer support service for women with cancer; and Business Services.

Our board members, staff and volunteers work to a values-based code of conduct, which sets expectations about our leadership and integrity; our belief in empowerment of others; our belief in equality of opportunities and rights; our feminist commitment to women's equality and to challenge gender norms, practices, and structures.

2 Position Overview

The **Finance and Systems Coordinator** is part of the Business Services Team and will work with the Business Manager to deliver financial services and IT systems support to the organisation. The role will have a key focus on coordinating, and administering the financial records, systems, and processes of the organisation, including accounting, bookkeeping, payroll and benefits, banking, insurance and related financial and IT system administration at WHV.

3 Position Objective

- Coordinate, and administer financial records, systems, and processes;
- Process transactions in accounts payable, accounts receivable, grant funding and associated acquittals, and payroll;
- prepare financial reports;
- provide administrative and project support to the Leadership Team within the Finance and Systems functions; and

- Work with the Business Services Team to ensure operations run smoothly.

4 Key Responsibilities

Oversee, coordinate, and administer financial records, systems, and processes

- Act as administrator for systems, including but not limited to MYOB, Tanda, ExpenseManager, and Wild Apricot;
- Manage building access passes for Bourke St offices;
- Maintain the Asset Register including register of leased IT equipment and software licenses, and allocation of these;
- Assist with project management of the design, development, and implementation of new systems;
- Provide system and process support to staff within scope of the role; and
- Assist in managing the coordination of IT requirements between staff and external IT service providers.

Process transactions in accounts payable, accounts receivable, grant funding and associated acquittals, and payroll

- Process approved supplier invoices and payments, and resolve any issues with supplier invoices;
- Process credit card transactions, and employee expense claims via ExpenseManager;
- Monitor, record and allocate grant funding;
- Process sales invoices, donations;
- Follow-up of outstanding customer invoices;
- Process all other bank transactions and any petty cash, with monthly bank reconciliations;
- Check and finalise fortnightly timesheets in accordance with the Enterprise Agreement through Tanda;
- Process fortnightly payroll ensuring accurate and timely delivery of pay to WHV staff;
- Manage Salary Packaging through AccessPay;
- Process Superannuation obligations;
- Respond to and assist staff to resolve payroll related queries;
- Maintain employment records data from the payroll system to facilitate organisational reporting requirements;
- Reconcile and report on staff entitlement, including maintenance of Portable Long Service Leave;
- Annual reconciliation and preparation of Payment Summaries; and
- Annual WorkCover premium reconciliation and reporting.

Prepare **financial reports**

- Processing of month end journals, including allocation of costs to Programs;
- Preparation of Monthly and Quarterly Reports, including any commentary on variances to budget, for CEO, Program Managers and the Board;
- Preparation of funding acquittal reports and cashflow reports as and when required;
- Preparation of monthly Donations Report for Managers;
- Balance Sheet reconciliation;
- Preparation and lodgement of BAS and PAYG Activity statements;
- Assist in the reconciliation and preparation of year end accounts; and
- Assist in coordinating the annual budget process.

Provide **administrative and project support** to the Leadership Team within the Finance and Systems functions

- Maintain finance filing systems;
- Manage the shared finance email;
- Support supply of information and documents for audits as required; and
- Undertake project work in finance and IT systems as required.

Work with the Business Services Team to **ensure operations run smoothly**

- Identifying policy and procedure gaps and improved ways of doing things;
- Participation in building capacity and sharing understanding of essential tasks;
- Problem solving of day-to-day issues as they arise;
- Support in the day to day running of BST including but not limited to:
 - Answering of main telephone line including message retrieval;
 - Assist with office reception; and
 - Contribute to onsite OH&S management.

5 Organisational Relationships

Internal

- Contribute to the culture of decision-making processes incorporating co-operation, collaboration, and shared accountability with other staff.
- Work in close collaboration with other members of the Business Services Team and senior leadership on shared priorities to meet organisational requirements.
- Respond to and assist staff to resolve payroll, finance and IT system related queries as required.

External

- WHV partner organisations including other community organisations; policy makers, planners, and health service providers; relevant Government departments and agencies.
- External auditors.
- IT support provider & consultants.
- Active contribution to maintaining and furthering the good reputation of WHV.

6 Accountability

Accountable for delivering the position objectives and the position performance measures as agreed annually.

7 Extent of Authority

Within the scope of the position, lead and support staff, contractors, students, and volunteers.

8 Responsibilities carried out by all staff

- Promote WHV and its programs.
- Participate in WHV strategic and operational planning processes.
- Contribute to WHV's capacity to deliver its goals, enable and support high performing teams and foster productive relationships with others.
- Participate in the WHV Staff Development Scheme including setting of performance measures, skills development plan and performance appraisal feedback system.
- Provide verbal and written reports, and activities data as appropriate, on progress across all areas of responsibility.
- Undertake other duties as agreed from time to time
- Active involvement in a learning organisation including continuous quality improvement, policy development and review and accreditation processes.
- Contribute to the promotion of a positive workplace culture, aligned with WHV's values and principles.

- Work within organisational policies, procedures, and Enterprise Agreement.
- Support and be accountable for maintenance of a safe working environment.

Expected Professional Attributes and Behaviours:

- Actively contribute to a positive organisational culture by modelling the [Code of Conduct](#) and WHV values: Respect; Inclusion; Innovation; Courage; Excellence, and participating in social and cultural activities to strengthen diversity and inclusion including the RAP.
- Communicate in an open and honest manner with colleagues and negotiate positive outcomes for all.
- Consistently demonstrate a confident, optimistic, and proactive mindset.
- Take ownership of own job and actively consider the consequences of actions and the decisions that are made.
- Demonstrate commitment to the work of WHV, work collaboratively with colleagues and share information and knowledge openly with colleagues.

9 [WHV Enterprise Agreement](#)

For more information about WHV classification structure and competencies, please refer to the following sections of the Enterprise Agreement:

Appendix A - Classification Structure

1.2.1 Classification definitions: page 79

1.2.2 Classification competencies: page 82

10 Selection Criteria

Experience skills and knowledge

1. More than three years' experience in a similar role;
2. Demonstrated experience coordinating, and administering financial records, systems, and processes;
3. Demonstrated experience ensuring compliance with relevant legislation, funding guidelines and industrial instruments with a focus on continuous improvement;
4. Demonstrated knowledge, experience and understanding of business systems, processes and database platforms including MYOB and advanced MS Office skills;
5. High level understanding and expertise in providing support to a senior team within finance and system administration functions;
6. Highly developed communication and interpersonal skills, including excellent verbal and written communication skills;
7. Proven ability to work independently, manage competing priorities, and work effectively in a team environment; and
8. Understanding and commitment to feminist principles and model of working.

Qualifications


Tertiary qualifications in Accounting, Business Information Technology (Professional), Business or another related field.

Desirable Experience

Working towards CPA.

Experience in the not for profit or government sectors.

All appointments are subject to satisfactory police records check and reference checks.

Approved: 
Chief Executive Officer, Dianne Hill

Date: 3 November 2022

For further information please contact:

Business Manager: Norma Chidichimo
norma.chidichimo@whv.org.au

To apply

Please visit <https://womenshealthvic.com.au/job-vacancies> and upload your resume and cover letter (of no more than 2 pages) outlining your suitability to the position in line with the selection criteria.

Applications close **10 am Friday 16 June 2023**.

Start date negotiable.

We are committed to providing a safe and inclusive working environment that embraces and values safety, diversity and flexibility.

We welcome and encourage applications from women with diverse backgrounds including Aboriginal and Torres Strait Islander women, women living with a disability, women from migrant and refugee backgrounds and women of diverse sexual orientations.

We support flexible and accessible working arrangements for all and are committed to ensuring that all jobs can be performed flexibly within a hybrid model. If you're short listed for a role and are looking for flexibility, we encourage you to start the conversation with us to find out what options may be possible for the role you're applying for.

WHV EO Exemption No. H351/2019