

Finance & Admin Assistant Info Kit

1. SPECIFIC POSITION INFORMATION

Position Descriptor SACOSS is a highly regarded and fierce advocate for the interests of people who are faced with disadvantage, injustice and poverty. We have a small secretariat with a key focus on policy development, research, communications, campaigning and events.

The Finance & Admin Assistant is responsible to the Manager Corporate Services for assisting with the management and provision of financial services and general office administration.

The key roles and responsibilities are as listed in the Position Description below.

Tenure, Hours and Pay

The position is offered as a 13 month contract replacing the current Finance & Admin Assistant who will be on maternity leave. Like all SACOSS positions it is subject to the availability of continuing funding. Funding which underpins the position is derived from grants and from sponsorships and other income generated through membership and events.

The position is part time at 2 days per week (or 0.4 FTE spread across the week) with pay and conditions adjusted accordingly.

SACOSS has a policy of paying 5% over the SCHADS industry award and the position is offered at Level 3 or 4 of the award (depending on experience). Accordingly, the pay range (for 0.4 FTE) is between \$23K and \$28K per annum (\$29.02 - \$35.50 per hour).

Timeline

Applications close 9am, Monday 4 June 2018.

Interview of short-listed applicants in the following 2 weeks.

Start date will be the week commencing 2 July 2018.

Applications

Applications addressing the Selection Criteria (below) should be sent to jane@sacoss.org.au

2. SELECTION CRITERIA

Essential

1. Demonstrated commitment to values and principles that support human rights and promote social justice and that underpin SACOSS's purpose.
2. Appropriate qualifications and demonstrated experience and skills in bookkeeping, finance and administration.
3. Good knowledge of and experience with MYOB (AccountRight Premier) and Microsoft Office suite.
4. Good analytical, conceptual and problems solving skills, including the ability to think laterally and creatively.
5. Excellent verbal and written communication skills, with a strong attention to detail, including the ability to compile and prepare financial reports, minutes of meetings and correspondence.
6. Strong time management skills with the ability to prioritise and work to deadlines.

Desirable:

1. A current driver's licence and own vehicle

For further information, contact

Ms Jane Zadow
Manager Corporate Services
jane@sacoss.org.au

Phone: 08 8305 4222

**FINANCE & ADMIN ASSISTANT
POSITION DESCRIPTION**



3. POSITION DETAILS	
Position Title	Finance & Admin Assistant
Reports To	Manager Corporate Services
Date Approved	May, 2018
Tenure	13 month contract replacing staff member on maternity leave, but subject to funding
Level	SCHCADS Level 3/4
Date Created	May, 2018
Review Date	October 2018
Hours	Part-time (2 days per week)
4. POSITION CONTEXT	
Organisational Overview	<p>The South Australian Council of Social Service (SACOSS) is the independent peak body for the non-government health and community services sector in South Australia.</p> <p>SACOSS was established in 1946 and has been successfully advocating on behalf of low-income South Australians and community service agencies for more than 60 years.</p> <p>As a peak body, we have a number of key roles, including:</p> <ul style="list-style-type: none"> • To represent the sector • Research, policy development and advocacy on issues affecting disadvantaged South Australians and the sector that serves them • To disseminate important information from the government to the community sector, and from our sector to the broader community • To build the capacity of the health and community services sector, and of disadvantaged groups in South Australia. <p>These roles underpin a five-year Strategic Plan.</p> <p>SACOSS is governed by a Board, and has a Policy Council which meets monthly to discuss and have input in policy issues.</p>
Position Purpose	Finance & Admin Assistant is responsible to the Manager Corporate Services for assisting with the management and provision of financial services and general office administration.
Position Level Descriptor	The Finance & Admin Assistant operates under day to day direction from Manager Corporate Services
Accountability and Line Management Responsibility	Reports to Manager Corporate Services
Special Conditions	<ul style="list-style-type: none"> • Some out of hours work may be required. • A current driver's licence and own vehicle is desirable. • The appointee may be subject to a Criminal History Check prior to confirmation of appointment

5. PRIMARY RESPONSIBILITIES

AREA	KEY ROLES
Finance	<ul style="list-style-type: none"> • Preparation of invoices including for venue hire of Marjorie Black House • Banking • Processing Payroll, superannuation, PAYG and general payments • Reconciling bank account transactions in MYOB • Preparing, reconciling of credit cards and processing of expense claims • Assisting with the preparation of monthly Profit & Loss reports and Balance Sheets • Assisting with the preparation of quarterly BAS returns & end of year account statements/reports • Maintaining Asset Register • Assisting with the preparation of financial reports and acquittals for funding bodies • Provide information to external organisations as required.
Administration & Membership	<ul style="list-style-type: none"> • Managing office supplies and supplier contracts • Collecting and distributing of mail • Manage membership renewals and updating of member records • Provide secretarial support to SACOSS Board. • Assisting with maintenance of personnel records • Undertake other duties as required in line with the SACOSS Strategic Plan

6. SKILLS / KNOWLEDGE / EXPERIENCE

Essential:

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4. Good analytical, conceptual and problems solving skills, including the ability to think laterally and creatively.
5. Excellent verbal and written communication skills, with a strong attention to detail, including the ability to compile and prepare financial reports, minutes of meetings and correspondence.
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Desirable:

- A current driver's licence and own vehicle

7. ACKNOWLEDGEMENT

Manager Corporate Services		Signature	Date
Employee Name		Signature	Date