

**POSITION DESCRIPTION**  
**Financial Accountant**  
**Part-time (0.6 FTE)**  
**(1 December 2020 to 30 June 2021)**

**POSITION CONTEXT**

Women with Disabilities Victoria (WDV) is the peak organisation for women with Disabilities in Victoria. Our mission is to advance real social and economic inclusion for women with disabilities in Victoria by being a voice, creating opportunities to be visible and heard, building partnerships to deliver the best results, and engaging the community to challenge attitudes and myths about women with disabilities.

We do this by:

- Empowering women with disabilities to lead and influence their communities.
- Providing policy advice and advocacy to government and key services.
- Capacity building disability, health and family violence workforces to better meet the needs of women with disabilities.

This position will work within our Operations Team, which supports the CEO, Policy and Program Teams and Board through provision of Administration, Human Resources, Finance & Risk Management, Premises and Property Management, OH&S, Information Technology, Communications, Membership and Board Governance services.

**EMPLOYMENT CONDITIONS**

- Classification:** Women's Health Victoria Enterprise Agreement 2007  
Level 5 – Salary range between Year 4 - Year 5  
(pro-rata of \$87,342 - \$91,168) subject to experience  
plus 9.5% Superannuation and Salary Packaging available.
- Hours of Work:** 0.6 FTE (45.60 hours per fortnight).
- Tenure:** This position is contracted from 1 December 2020 – 30 June 2021 and may be extended subject to funding.
- Position Location:** 255 Bourke Street, Melbourne. All WDV staff are working from home until further notice under Covid-19 State of Emergency).

## **Probity & Compliance Requirements:**

- Current consent to check and release National Police Record with a satisfactory outcome
- Current consent to undertake and release a working with children check
- Must possess Australian Citizenship or permanent resident status with applicable work visa
- WDV is a smoke free workplace
- WDV meets the special measures requirements of the Equal Opportunity Act (2010) for the purpose of promoting or realising substantive equality for women and women with disabilities

## **POSITION OBJECTIVES**

This position is responsible for managing the day-to-day financial functions of the organisation and will be reporting to the Senior Operations Manager.

## **KEY RESPONSIBILITIES**

### **Finance Management and Accounting**

#### **Financial Administration:**

- Data entry of all financial transactions.
- Maintain and develop all finance-related policies and procedures.
- Ensure delivery of all financial management & accounting services, including:
  - I. Accounts payable and receivable, including allocation of funding income
  - II. Process fortnightly Payroll, Seek advice as required to ensure payroll and leave records are compliant with WDV's Enterprise Agreement.
  - III. Salary packaging
  - IV. Online and in person banking.
- Completion and lodgement of BAS/GST, PAYGW, PAYGI and ATO reporting as required.
- Maintenance and updating online banking administrators and users.
- Maintenance of the WDV Asset Register.
- Maintenance and regular monthly balancing of all books of accounts
- Preparation of monthly accounts
- Preparation and processing of fortnightly Payroll and subsequent statutory compliance

## **Reporting Responsibilities**

### **WDV Budget Requirements**

- I. Support annual budget formulation, implementation and monitoring across the organisation and mid-year review, in conjunction with relevant WDV parties (employees/committees).
- II. Compilation of WDV's annual budget
- III. Mid-year reforecast of WDV's annual budget in January
- IV. Preparation of draft project budgets as required

### **Financial Acquittals**

- I. Timely completion of Financial Acquittal Reports as required in conjunction with our program managers for program funding contracts
- II. Provide expertise in development of relevant funding submissions and/or tenders in particular related to capacity-building.

### **Audit Requirements**

Manage the annual internal and external financial audit processes.

- I. Completion of year-end financial reporting and assistance to WDV's Auditors as required.
- II. Preparation and collation of EOY financial statements for WDV Annual Report.

### **Provide support to the Finance and Risk Committee**

- I. Attendance at WDV Finance & Risk Committee and liaison with WDV Treasurer as directed.
- II. Provide Finance and Risk Committee with timely EOM excel reporting and accompanying financial memo in word format

### **EOM Financial Requirements**

- I. Report to the Finance & Risk Committee on WDV investment accounts.
- II. Review of monthly accounts and transaction reports with WDV Managers.
- III. Preparation of all EOM reports, YTD reports and EOY reports.
- IV. Preparation of quarterly leave accrual reports.
- V. Other accounting and bookkeeping advice as requested from time to time.

## **GENERAL RESPONSIBILITIES**

**The following responsibilities are required to be carried out by all staff at WDV:**

- Contribute to WDV's capacity as a feminist organisation to deliver its goals, enable and support high performing teams and foster productive internal and external relationships
- Provide verbal and written reports and activities data as appropriate
- Active involvement in a reflective learning organisation committed to strategic and operational planning, setting performance objectives, policy development and review, evaluation, risk identification and risk management
- Work within organisational policies, procedures and the Enterprise Agreement
- Undertake other duties as directed within each person's scope and abilities
- Health, safety & wellbeing requirements:
  - I. Participate in and contribute to Occupational Health Safety and Wellbeing activities to ensure a safe work environment for staff, clients, contractors and visitors
  - II. Comply with WDV OHS policies and procedures to participate in the achievement of a safe working culture
  - III. Follow OHS standards, and raise any concerns in the appropriate manner.

## **OHS ADVICE FOR THIS POSITION**

- I. This position will require sustained periods of sedentary work. Adjustable desks are provided in WDV offices. Employees are encouraged to manage their workloads to minimise fatigue.
- II. Work undertaken by WDV will bring employees into contact with information and experiences related to violence, abuse, exploitation of and discrimination against women with disabilities. WDV can offer supports, including our Employee Assistance Program, to women in the organisation who are working in this area.

## **ORGANISATIONAL RELATIONSHIPS**

### **Internal**

The position:

- Reports to the Senior Operations Manager.
- Works closely on a day-to-day basis with the Management Team and other members of the Operations team.
- Works in collaboration with Program Managers and all staff in delivery of business processes and systems and organisational development.

## **External**

Relationships related to:

- Agreed service delivery within WDV Agreements with external purchasers, contractors and vendors.
- Compliance agencies, relevant associations and relevant regulators related to all finance functions.

## **Accountability**

- The position will report on delivery of agreed performance measures to the Senior Operations Manager.

## **KEY SELECTION CRITERIA (This must be addressed in your Application)**

- I. Current CPA or CA Qualifications
- II. Intermediate to advanced level of experience with Reckon accounting system software package
- III. A demonstrated commitment to the values and principles underpinning WDV.
- IV. Demonstrated experience working for not-for-profit and/or charitable organisations in the community sector.
- V. Demonstrated experience in leading management teams and guiding the continued development of a healthy workplace culture.
- VI. Demonstrated experience in budget development and management.
- VII. Demonstrated experience in providing strategic advice to CEOs, managers and staff teams.
- VIII. Capacity to effectively manage relationships and contracts with funders, partners, consultants and key stakeholders.
- IX. High level of proficiency in written and verbal communications.
- X. High level of self-motivation, organisation skills and attention to detail.
- XI. Lived experience of disability is highly desirable.

**POSITION CLASSIFICATION:** Level 5 (WHV EBA 2007 descriptors)

### **WHV ENTERPRISE AGREEMENT CLASSIFICATION LEVEL AND DEFINITION**

- I. WHV Enterprise Agreement 2007 Level Five Classification definition is as follows:
- II. Work is likely to be in accordance with a broad plan, budget or strategy. Responsibility and broad ranging accountability for the structure, management and output of the work of others and/or functions may be involved.
- III. Work involves the exercise of significant delegated authority with decisions and actions taken having a significant effect upon the programmes or work areas being managed. The selection of methods and techniques is based on sound judgement.
- IV. Competency at this level involves the self-directed development and mastery of broad and/or specialised areas of knowledge with a range of skills. Application is to major, broad or specialised functions in highly varied and/or highly specialised contexts.
- V. Competencies are normally used independently and are non-routine. Significant high level judgement is required in planning, design, operational, technical and/or management functions.

### **POSITION COMPETENCIES:**

**WHV Enterprise Agreement 2007 core competencies for Level 5 are:**

- I. Ability to link the Service's corporate strategy and the effectiveness of its program delivery. This requires constant scanning of the Service's internal and external environment for significant changes likely to affect either the original strategy or its subsequent delivery. Possible modifications would then be assessed to ensure that client service remains effective, through input from clients, management and staff.
- II. Ability to achieve work area objectives while monitoring and improving where possible financial management.
- III. Ability to focus on clients' needs by matching the Service's program objectives with present priorities and expected results.
- IV. Ability to continually promote work area objectives that are set in conjunction with staff, feedback that is given on staff performance and teamwork.
- V. Ability to effectively represent the Service through liaison and negotiation, plus developing and maintain networks to share expertise.
- VI. Ability to manage for results by allocating and monitoring resources to balance competing priorities and respond to changing ones. This requires workload to be assessed, staff to be involved and targets to be reviewed.

Significant liaison would also be required with management and other resource allocation bodies.

- VI. Ability to ensure that effective change management strategy is drawn up assessed and evaluated in consultation with staff and implemented through them.
- VII. Recognition of personal abilities and ways these could be enhanced, through feedback from others in the immediate work environment and a strategy for self-development.
- VIII. Application of effective time management techniques.

**PD Date of approval:** 1 October 2020