

Job Title:	Finance Administrator		
Program:	Administration		
Level/Salary Range:	Guided by Federal SCHCDS Industry Award Level TBA	Hours Per Week:	15-20
Location:	Suite 21-22, 7 Aberdeen Street Perth	Position Type:	Part Time
Position Reports To:	Chief Executive Officer		
Address Applications to:		Application Closing Date:	
Attention: Angela Corry Chief Executive Officer Peer Based Harm Reduction WA PO Box 8003 Perth WA 6849 or via email: angelacorry@wasua.com.au		5pm Thursday 11 th January 2018	
		More Information:	
		Leteesha Stallard finance@wasua.com.au	
OVERVIEW			
<p>Peer Based Harm Reduction WA is a state-wide, peer-based community organisation that aims to improve the health and social circumstances of people who use drugs (PWUD) in WA. Peer Based Harm Reduction WA is staffed and governed by people who may have/have had personal experience of substance use and people who have an interest in substance use issues and who support Peer Based Harm Reduction WA's practice and principles.</p> <p>Programs and services are delivered within a social health and community development framework underpinned by harm reduction and peer education. Peer Based Harm Reduction WA provides a non-judgmental space for PWUD to access a range of services.</p> <p>Peer Based Harm Reduction WA operates harm reduction peer education and support service to people who use drugs. Information and education is tailored to requests from various alcohol and other drug, youth and health related service providers and educational facilities.</p> <p>Peer Based Harm Reduction WA's services encompass a Needle and Syringe Exchange Program (NSEP) including safe disposal; information and peer education (on safer drug use, safer sex, hepatitis C and other blood borne virus transmission prevention and treatment); a health clinic; overdose prevention programs; pharmacotherapy advice; and supported referral to drug treatment, legal, social welfare and other health services.</p> <p>Peer Based Harm Reduction WA operates from two fixed site locations: Aberdeen Street in Perth and Spencer Street in Bunbury. This position will be based at the Perth site.</p>			
ACCOUNTABILITY			
Peer Based Harm Reduction WA is governed by a Board of Management (BOM) and the Chief Executive Officer (CEO) reports to the BOM. This position reports directly to the CEO.			

All staff and Board members are accountable for providing and ensuring programs and services remain accessible and equitable to people who need and use them. Peer Based Harm Reduction WA is an accredited organisation against the Standard on Culturally Secure Practice (AOD sector)

ROLE AND RESPONSIBILITIES

Position Objective:

To provide effective and efficient financial services to Peer Based Harm Reduction WA to ensure the organisation remains in a position of financial strength and viability.

Key Tasks:

- Update and maintain the organisations accounting package (MYOB) to ensure a rationalized and rigorous accounting system is in operation
- Review and maintain the chart of accounts to meet the organisations and auditing requirements
- Prepare, analyze and present monthly management financial reports including:
 - Summary report and notes
 - Balance Sheets
 - Consolidated Profit and Loss Statements
 - Individual program/grant profit and loss statements
 - Other financial documents requested by Management and the Board
- Oversee and ensure the accuracy of all financial data entry
- Prepare financial statements and associated schedules and notes in preparation for the annual audit process and liaise with external auditors
- Prepare bi annual financial and grant acquittal reports including periodic financial statements to meet the financial reporting requirements of Peer Based Harm Reduction WA's funding agencies.
- Oversee, maintain and update as required streamlined payroll and superannuation processes
- Support salary packaging processes and updates as required
- Ensure compliance requirements including Business Activity Statement preparation and PAYG processes
- Maintain and update the organisation's assets register and depreciation schedule
- Ensure Fringe Benefits Tax compliance
- Ensure quality control measures are in place and practices are monitored and records kept.

Policy & Procedures

- Ensure financial policy and procedures, including governance and delegation of authority processes are current
- Update and implement all necessary business and accounting practices
- Undertake all duties in accordance with Peer Based Harm Reduction WA's policies and procedures; Standard on Culturally Secure Practice (AOD sector); WA Department of Health and other government policies, and legal and other statutory obligations.

Team Development

- Commit to and work within Peer Based Harm Reduction WA's team structures.
- Promote team work and participate in team-building activities.
- Commit to appropriate training and professional development when offered.
- Actively participate in staff meetings, team meetings, supervision, service planning, in-service workshops etc.

SELECTION CRITERIA

Essential:

- Relevant business management and accounting qualifications.
- Demonstrated financial management experience in dealing with multiple sources of funding.
- Demonstrated highly developed conceptual, analytical and problem solving skills and experience in working positively with funding bodies, including sound negotiation skills
- Demonstrated evidence of knowledge and experience working with accounting and reporting software, including MYOB
- Experience working in the not-for-profit sector in WA
- Extensive experience in:
 - accounts payable functions, including data entry and supplier account reconciliations
 - other finance functions such as accounts receivable and general ledger account reconciliations
 - communicating with a range of stakeholders, such as employees, customers and suppliers
- Experience of final responsibility for the quality and content of all financial data, reporting and audit coordination
- Ability to translate financial concepts to, and effectively collaborate with, colleagues who may not have financial backgrounds or knowledge
- A successful record of accomplishment in managing priorities; keen analytical, organisation and problem solving skills, which support sound decision making.
- Excellent communication and relationship building skills with an ability to collaborate, negotiate and work with a variety of internal and external stakeholder
- Attention to detail and good time management and self organisation skills
- National Police Clearance.

Desirable:

- Current C Class drivers license.
- Commitment to the principles of Harm Reduction
- Commitment to a process of continuous improvement

OTHER INFORMATION

- A 6 month probationary period will apply.
- Salary packaging is available to employees.
- Hours of work are flexible, but must include Tuesdays each week.
- This position is based in based at the Peer Based Harm Reduction WA Perth office.

- Overtime is not paid. TOIL must be negotiated with your line manager and applied in accordance with Peer Based Harm Reduction WA policy.

Applicants are required to:

- Read and understand the Position Description
- Write a brief letter of application
- Provide brief statements addressing each Selection Criteria
- Provide an up-to-date Resume
- Provide the names and contact details of two professional referees

For more information on the position please contact Leteesha Stallard on (08) 9325 8387 (Tuesday and Friday only) or via email finance@wasua.com.au

**Please note that applications must address the Selection Criteria to be considered.
Applications close at 5pm Thursday 11th January 2018**

Address Applications, marked Confidential, to:
Angela Corry
Chief Executive Officer
Peer Based Harm Reduction WA
PO Box 8003, Perth WA 6849
or via email to: angelacorry@wasua.com.au

Reviewed By:	CEO	Date:	02/11/2017
Approved By:	CEO	Date:	02/11/2017
Last Updated By:	CEO	Date/Time:	02/11/2017