

# Wyndham Community and Education Centre Inc

## Job Description

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### Finance Coordinator Job Description

#### General Information

Incumbent:	
Classification:	Education Services Award 2020 General Staff Level 5.2
Reports to:	Director of Business Services
Hours:	38 hours per week
Core hours:	9am - 5:06 pm Mon - Fri
Duration:	On-going

#### Position objective

Responsible for the maintenance of the financial records of the Wyndham Community and Education Centre Inc (Wyndham CEC) and delivering the activities as outlined in the work plans provided by the Director of Business Services (DoBS)

The Finance Coordinator works closely with the DoBS to attend to matters relating to the financial administration of the Centre including payroll.

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### Duties & responsibilities

#### 1. *Payroll administration*

- Oversee timesheets
- Oversee processing of wages for all employees of the centre.
- Notify staff in a timely manner regarding changes to pay arrangements (e.g., public holidays, close down periods etc).
- Understand and interpret superannuation legislation; process superannuation obligations and prepare relevant reconciliations
- Process fortnightly wage payments electronically and ensure that pay is authorised.
- Ensure single touch reporting is complete and ATO payments made by the due date.
- In consultation with the DoBS, undertake the following:
  - Maintain the current record of annual, sick and long service leave entitlements
  - Report all staff annual leave entitlements to management team.
  - Lodge BAS statements and payments.
  - Ensure annual WorkCover remuneration is reported and paid annually.

#### 2. *Wyndham CEC financial administration*

- Arrange timely payments for all Wyndham CEC accounts payable.
- Oversee the bank reconciliation for all bank accounts monthly.
- Oversee process transactions up to the preparation of monthly reporting for managers, senior management and Board meetings.
- Manage the use of petty cash, balancing and arranging reimbursement as required.
- Oversee the receipt record with cash, cheques and electronic records.
- Monitor the cashflow for the organisation
- Ensure the collection of outstanding fees and invoices.
- As directed by the DoBS, fulfil required administrative obligations required internally and by the relevant funding bodies, particularly regarding financial accountability. This includes the maintenance of appropriate records and data.
- In consultation with the DoBS, prepare the financial records for the annual audit within the guidelines set out by the Auditor and the Board.
- Knowledge of award conditions relevant to Wyndham CEC.

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- Supervise the Finance Officer
3. *Other requirements*
- To take on other duties consistent with the position as directed by the CFO.
  - Participate in meetings as required.

### **Important notes**

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the purposes of Wyndham CEC as stated in its Constitution and Mission and Vision statements.

All staff should have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

Wyndham CEC has a commitment to child safety and zero tolerance of child abuse.

All staff must have a strong understanding of and comply with the new child safe standards that were introduced in Victoria in 2022.

Have a strong understanding of child safe standards, MARAM and family violence reforms.

### **Key Selection Criteria**

The person for this position will have demonstrated experience in:

1. Managing payments and record keeping requirements within MYOB and standard bookkeeping practices
2. Managing compliance requirements of reporting and record keeping
3. Effectively communicating with, and relating to, a wide range of people in the community and within an organisation. This includes demonstrated application of effective oral and written communication skills.
4. Working within a team oriented environment alongside both paid and volunteer workers.
5. Independently managing time, prioritising and planning work to meet set timelines in an environment of competing priorities.

### **Qualifications and experience**

- Qualification in accounting, bookkeeping or relevant experience
- MYOB

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- HR/IR knowledge
- ATO online services
- Excel
- Office 365
- Microsoft Office
- Employment Hero

### Mandatory

- Current Working with Children Check
- Ongoing Police Checks, at Wyndham CEC's discretion.