

doncare

Position Description

Position Title	Finance Officer
Reporting to	Chief Financial Officer
Hours of work	22.8 hours per week (0.6 EFT)
Classification	SCHADS Level 5
Position Location	Doncare Head Office
Tenure	On going
Date	March 2025

About Doncare

Doncare is a dynamic not-for-profit organisation that provides services to the most vulnerable and disadvantaged residents of Manningham and surrounding suburbs. **Doncare** supports families and individuals of all ages to access opportunities to assist them in their daily living and enhance family functioning. Doncare provides high quality services in the areas of Counselling, Information and Crisis Support, Family Violence Services, Family Services, and Social Support for Seniors.

Our talented team of staff, volunteers and students provide a range of carefully developed, targeted services to the community with respect, skill, and excellence. We foster strong partnerships and work collaboratively to establish and maintain financially sustainable, evidence based and innovative programs.

Doncare undertakes its work according to its [mission,-vision and values](#) and aligned to its [strategic plan](#)

Doncare receives funding from local, State and Federal governments to operate several of our programs and also utilises the proceeds of our two opportunity shops and the support of private donations, philanthropic trusts and the community support.

Our Child Safety Commitment

Doncare is committed to the safety and wellbeing of all children and young people. Our members, volunteers and employees understand that child safety is everyone's responsibility and is at the centre of all that we do.

We have zero tolerance for child abuse or neglect. We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect them. Whilst all Doncare programs and activities may not involve regular contact with children by members, volunteers and employees, as such, all programs and activities will be subject to the Child Safety Policy.

Position Statement

The Finance Officer supports the Chief Financial Officer (CFO) in the delivery of financial accounting and payroll services across Doncare. The Finance Officer is responsible for the accurate and timely management of accounts payable, accounts receivable, payroll processing, reconciliations and the preparation and management of financial records, ensuring accuracy and compliance with financial regulations and internal policies. The position is a key contact across Doncare for financial queries, and supports the CFO to develop and prepare budgets, forecasts and performance reports, enhance financial literacy across the organisation and continue to strengthen finance practices and processes.

The Finance Officer will undertake the following duties:

Accounts Payable and Receivable

- Responsible for processing payments ensuring all supporting documents are digitally archived / uploaded in the accounting system (Xero)
- In collaboration with the CFO and the CEO prepare the annual budget including supporting line managers with budget questions.
- Responsible for ensuring budgetary controls and internal controls are adhered to in the procurement and payment processes.
- Process petty cash claims and staff and volunteer reimbursement claims
- Prepare payment of invoices for suppliers within designated timeframes
- Prepare debtor invoices when required.
- Manage Accounts receivables and the applicable reconciliations.
- Follow up outstanding payments as required.
- Prepare Aged Payables / Receivables reconciliations and regular follow up
- Reconcile bank accounts on a regular basis (fortnightly)
- Assist with banking requirements of Doncare including the Op shops as required
- Reconcile Op shop daily takings with the POS and Banking

Financial Management and Reporting

- Maintain the general ledger by ensuring all transactions are recorded and balanced.
- Together with the CFO ensure a successful outcome of the annual financial audit of Doncare
- Prepare monthly, quarterly and annual financial statements and reports.
- Financial analysis and reporting as required

Payroll

- Process fortnightly payroll
- Responsible for payroll functions including maintenance of timesheets and leave records
- Setup new employees in Xero and update employee information and salary sacrifice amounts.
- Single Touch Payroll (STP) Reporting
- Process Superannuation payments

Administrative Duties

- Assist with Doncare Fundraising events
- Assistance with Reception / Administrative functions when required
- Monitoring administrative contracts and expenses
- Other duties as directed

Key Result Areas, Responsibilities and Performance Measures

Key Result Areas	Responsibilities	Performance Measures
Accurate Data Entry	Enter the data into the appropriate systems accurately	The Accounting System is maintained in accordance with regulatory requirements and data accuracy is at a very high level Invoices are raised and sent out to suppliers with clear terms
Payroll	Process payroll - timesheets, leave and salary sacrifice payments	Payroll process is undertaken in a timely and accurate manner in compliance with the statutory requirements
Banking	Keep abreast of the balances, deposit the cash takings	Accounts are not overdrawn Money is not left unsecured
Accounts Payable and Receivable	Effective management of accounts payable and receivable	Invoices are reliably issued and paid on time with appropriate approvals/controls and proactive follow up and management to optimise financial effectiveness
Administration	Complete administrative tasks as required	Documents are completed in a timely manner with a high degree of accuracy
Expectations and directives in relation to policies and procedures and Doncare's mission, vision and values	Demonstrated commitment to work in accordance with Doncare's values and behaviours.	Ensure policies, procedures and codes are complied with at all times.
	Attend prearranged dates scheduled for supervision and training.	100% attendance, unless there is reasonable reason if unable to so.
	Meet the challenges of change as it occurs within the service and organisation.	Positively embrace and adopt change as it occurs

	Actively assess, manage and where possible mitigate workplace risk including, WHS, client related risk, reputation risk and personal risk.	Protect the rights, safety and wellbeing of people you interact with in the course of employment.
	Quality and Continuous Improvement activities.	Ensure staff compliance with Doncare's policies and procedures. Controls and systems are maintained to manage financial risk
	Accreditation and Legislative compliance	Ensure compliance with legislation, contract, and policy requirements in your day-to-day work in order to meet the agencies audit, contract and regulatory obligations.
		Proactively apply your specialist knowledge in the review and maintenance of policies, systems, and processes.
	Ensure that the safety of children is promoted, child abuse is prevented and allegations of child abuse are properly responded to.	Compliance against the Child Safety policy and procedures and ensure appropriate child related interactions.
	This position may need to supervise volunteers in the administrative space.	

The employee will be expected to perform other duties outside those set in the position description as directed from time to time which are within the employee's skill, qualification, experience and competence level to meet the agencies operational needs.

The Position Description may be amended from time to time at the organisation's discretion and with changing requirements. Where there is inconsistency between KPI's in this Position Description and those within the Agency's objectives, the Agency's Objectives will stand.

Key Selection Criteria

REQUIRED QUALIFICATIONS

- Tertiary qualifications in Accounting, Finance, or a related field (CA/CPA qualification or progress toward it is highly regarded).

REQUIRED EXPERIENCE AND SKILLS

- Experience with cloud-based Accounting software; prior experience with Xero highly regarded
- Understanding of payroll requirements including leave entitlements, superannuation and statutory requirements
- Prior experience in the portable long service leave would be an advantage
- 3+ years experience in bookkeeping and accounting, with prior experience in a not for profit context highly regarded
- Excellent verbal and written communication skills to effectively foster relationships with colleagues and key stakeholders.
- Experience with Microsoft Office Suite
- Advanced skills in Excel and data analysis would be highly regarded
- Flexibility to be able to adapt to change
- Ability to manage competing priorities and meet deadlines
- Proven ability to work in a team with an understanding and commitment to teamwork and an ability to work with a diverse range of people.
- Demonstrated experience of working in environments where a high degree of judgement, confidentiality, integrity, reliability and sensitivity is required

Conditions Of Employment

Salary and conditions are in accordance with the Social, Community, Home Care and Disability Industry Award (SCHADS). Salary packaging is offered with this position.

All offers of employment at Doncare are subject to a six-month probationary period.

All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License (if applicable) and a Working with Children Check prior to commencement.

Doncare has a legal and moral responsibility to ensure the safety of all children in accordance with the Child Safe Standards and expects all staff to commit to this standard and understand their duty of care obligations.

All employees of Doncare are bound by the approved policies and procedures of the agency as promulgated and varied from time to time.

The successful applicant will be required to substantiate formal qualifications.

Doncare is a family friendly workplace that values work/life balance. Flexible hours/days of employment within the stated weekly hours are available.

Acceptance Of Position Description

I have read this document and agree to undertake the duties and responsibilities listed within. I acknowledge that:

- I have read, understood, and accept the Position Description
- The Position Description is an indication of the duties and responsibilities that I may be required to undertake.
- Additional or other duties and responsibilities may be allocated to me. Where additional training and support is required to fulfil extra or other duties of a similar level of responsibility, it will be provided within the guidelines of Doncare's philosophy.
- The Key Performance Indicators (KPIs), where included in this document, are indicative. KPIs will be set by my immediate supervisor in discussion with me, for each year (or another set period) and my performance reviewed against those KPIs.

Employee

Name: _____

Signature: _____ Date: _____