

<b>Position Title</b>	Senior Finance/HR Manager
<b>Employment Benefits</b>	Competitive Salary Five weeks paid annual leave PBI entitlement (salary sacrifice)
<b>Hours of Work</b>	20 hours per week
<b>Responsible to</b>	Chief Executive Officer

## About us

Volunteering WA's mission is *'to lead, advance and celebrate volunteering in WA'*, and our vision is *'for every Western Australian to enjoy (valued) volunteering experiences that enrich our state'*. As the peak organisation for volunteering in WA, we are the leading voice for volunteers and volunteer-involving organisations, working to strengthen the sector and promote the benefits of volunteering. Volunteering WA supports volunteering across all areas, providing resources for community organisations across the state, whether they work in sport and recreation, the environment, emergency services, aged care, health and disability services, and many other areas.

The Senior Finance/HR Manager position strategically aligns with our 'Sustainable Organisation' priority area, focusing on developing and practicing operational excellence and managing resources. This integral leadership position reports to the CEO and provides expertise and day-to-day management of finance and HR across the organisation.

## KEY RESULT AREAS & MAJOR TASKS

### Financial Reporting

- Prepare monthly reports to the CEO and Treasurer and bi-monthly to the Finance & Audit Committee comprising income and expenditure statements, comments on material variances, reconciliations, profit and loss, balance sheets financial forecasts and grants summary with comments on major grants revenue variations to budget
- Meet with Board Treasurer and auditors as required
- Prepare annual accounts and all necessary documentation for external audit, arrange for the external audit and provide assistance to the auditors as required
- Update compliance report and prepare ad hoc reports as requested
- Assist the CEO with the preparation and maintenance of annual budget and take all reasonable steps to ensure that VWA works within the approved budget, tracking performance to identify variances and areas of improvement
- Assist Senior management team with preparation of proposals and maintenance of program and project budgets
- Understand, adhere and advise on financial regulations and legislation, practices and trends for not for profit sector
- Monitor and maintain all financial requirements for Volunteering WA, including insurance, risk management and vehicles

- Maintain all the financial records of Volunteering WA to an exemplary standard reflecting quality compliance, governance and management control, best practice, accountability and transparency
- End point responsibility for the processing of daily accounts payable/receivable transactions, including issuing invoices, disbursement of petty cash and control of credit card, online and fuel card transactions
- Assist and report on grant budgets for tracking expenditure/variances and submissions and acquittals
- Process entries to and maintain the Asset and Depreciation Register.
- Preparation of internal monthly financial reports, and external financial acquittals to funding providers, and prepare specific tasks including Business Activity Statements, bank reconciliations, staff leave provisions, cash flow projections, budget analysis, processing of various general journal entries
- Liaise with financial institutions regarding investments (term deposits, etc)
- Supervision and development of finance/HR staff

### **HR/Payroll**

- Prepare the fortnightly payroll, salary sacrifice, PBI, superannuation, staff leave and entitlement transactions and maintain personnel files
- Prepare end-of-year payroll payment summaries for employees and the ATO
- Maintain all FBT and PBI administrative and reporting requirements
- Prepare monthly PAYG returns and quarterly BAS returns to the ATO
- Maintain employee history records and assist with financial induction of new employees

### **HR and Administration**

- Provide HR information and manage HR documentation for staff
- Attend to office security in relation to finance/HR records
- Liaise with external providers for EAP and IR advice
- Liaise with insurers regarding policies and adequacy of cover
- Manage occupational health and safety for the organisation

### **Additional Duties**

As part of the leadership team, this role will support the CEO and contribute to the strategic business directions and operations of Volunteering WA.

**SELECTION CRITERIA:**

<p><b>ESSENTIAL</b></p>	<ul style="list-style-type: none"> <li>• Professional accreditation or Post Graduate qualification</li> <li>• A minimum of five years' experience in a similar role with staff management experience</li> <li>• Understanding of funding/grants contracting, compliance, reporting and acquittals</li> <li>• Experience in the not-for-profit sector</li> <li>• Governance and board liaison experience</li> <li>• Excellent organisation skills with strong attention to detail</li> <li>• Energetic, highly motivated with the drive for continuous improvement</li> <li>• Outstanding work ethic and alignment to VWA's values and mission</li> </ul>
<p><b>DESIRABLE</b></p>	<ul style="list-style-type: none"> <li>• Excellent computer skills including the MS Office suite</li> <li>• Desire to meet own KPI's and support others in attaining theirs</li> </ul>

**Please Note**

- All contracts with Volunteering WA are reviewed regularly subject to funding and performance.
- All staff are required to have a Police Check. The cost of the Police Check will be met by Volunteering WA.
- All offers of employment at Volunteering WA are subject to a four-month probationary period.
- A current WA Driver's licence is essential