



PO Box 12103, Westcourt, Qld4870  
Telephone: (07) 4033 6100  
[www.dvcairns.org](http://www.dvcairns.org)

## Position Description

### Job Title:

Finance and Administration Worker

### Our Vision:

Making a difference – bringing domestic and family violence to an end.

### Our Conviction:

Working from a gendered analysis that recognises women and children as bearing the brunt of domestic and family violence, we support clients to live life free from the impact and threat of violence in their lives, by providing space and validation of their experience/s through a platform of safety and empowerment applying values and ethics consistent with our portfolio of services.

### Position Objective:

The primary responsibility of this position is to support the work of the Finance and Business Manager ensuring the efficient operation of the finance and business administrative functions of the organisation to ensure delivery of an effective, innovative and quality domestic and family violence service in accordance with the CRDVS vision, conviction and strategic objectives.

### Hours of Work:

45 hours per fortnight (may be varied by mutual agreement of the employee and employer).  
Days of work Tuesday, Thursday and Friday

### Period of Work:

Fixed term to 30<sup>th</sup> September 2024.

### Salary & Conditions:

In accordance with the *Social, Community, Home Care and Disability Services Industry Award*, Community Services Worker Level 3.

All employees are required to comply with the policies and procedures established by the service.

The service strives to provide safe working conditions for its employees and thus implements a strict non smoking policy on its premises and in its car.

### Organisational Relationships:

The Finance and Administration Worker works under the supervision and general direction of the Finance and Business Manager and within the guidelines and policies set by the CRDVS Board.

## **Responsibilities**

1. Assist the Finance and Business Manager with planning the Annual General Meeting and the publication of the AGM Report.
2. Ensure the CRDVS Compliance Register is updated regularly and any non-compliance reported to the Finance and Business Manager.
3. Maintain efficient and effective office systems and procedures.
4. Be responsible for liaising with all CRDVS suppliers and where necessary organising any repairs and maintenance to office sites or IT issues.
5. Undertake word processing as required for self and support to the Finance and Business Manager and CEO.
6. Working within budget, maintain and purchase office supplies.
7. Assist the Finance and Business Manager to maintain up-to-date information and systems relating to financial and taxation requirements for the service.
8. Assist the Finance and Business Manager in preparing and distributing petty cash and client support disbursements across all the CRDVS offices.
9. Prepare staff wages, entitlements, salary sacrifice, group tax and superannuation.
10. Accurately record account data entry and reconciliation in MYOB.
11. Work with the Finance and Business Manager to prepare monthly, quarterly and end-of-year financial reports.
12. Actively participate in support systems within the organisation including staff meetings, staff appraisals, internal supervision and professional development and training.
13. Work cooperatively as a member of a team to achieve the smooth and effective functioning of the Service and the achievement of organisation and client goals.
14. Comply with all CRDVS policies and procedures including the Code of Conduct which sets out expectations relating to behaviour and communication.
15. Undertake other duties as directed by the CEO and/or CRDVS Board.

## **Qualifications**

[Desirable] Formal qualification in administrative practices and procedures and/or proven ability in the area of office administration.

[Desirable] Class C driving licence.

## **Key Selection Criteria**

- KSC1 Demonstrated experience as a Finance and Administration worker or similar role.
- KSC2 Demonstrated high level of numeracy, interpersonal, written and verbal communication skills, with a proven ability to work cooperatively within a team environment to attain organisational goals.
- KSC3 Demonstrated computer literacy skills including Microsoft Word, Excel, MYOB, email and internet applications.
- KSC4 Ability to work autonomously and with initiative, whilst still maintaining a team work approach.
- KSC5 Demonstrated organisational and time-management skills.

## **Additional Information**

The position is based in our Cairns office.

CRDVS is committed to continually striving towards a safe and healthy working environment, including taking all reasonably practicable steps required to protect clients, families, employees, and others from the risk of COVID-19. Therefore, all staff are to be fully vaccinated as an inherent requirement of employment.

## **Our commitment to the safety and wellbeing of children**

The CRDVS is committed to the physical and emotional safety and wellbeing of children and young people. CRDVS delivers its various services operating within legislation, frameworks and regulations including the Human Services Quality Framework; National Principles for Child Safe Organisations; DFV Services Practice principles, standards and guidance; Working with Children (Risk Management and Screening) Act 2000, Working with Children (Risk Management and Screening) Regulation 2011 and the Child Protection Act 1999.

Applicants for this position will be required to disclose any relevant criminal history (including convictions that are not recorded) and charges at the time of the interview.

It is a requirement of this service that all successful applicants also have or obtain a 'Working with Children Card' (also known as a 'Blue Card') and undergo a formal Police criminal history check.

It should be noted that Position Descriptions are under constant review and may be changed by the CEO, after consultation, at any time.

**Submission of Application**

Please submit your application and enclose a current resume with a minimum of two referees. Only applications addressing all the selection criteria will be considered.

**For Further Information**

Please contact Sandra Keogh, CEO on 4033 6100 for any further information.

I confirm that I have read the above position description and have been given a copy for my records.

..... Date .....