

Aboriginal Art Centre Hub of Western Australia (AACHWA) Finance Coordinator Position Profile

1. POSITION BACKGROUND

AACHWA is the peak advocacy and resource agency for Aboriginal art centres in WA. AACHWA delivers professional development programs for managers, boards and artists; provides recruitment advice and services; and acts as an advocate to, and central point of contact for, Regional, State and Federal funding bodies.

Our Vision: AACHWA is an influential peak organisation with a strong voice, supporting vibrant and sustainable Aboriginal Art Centres across Western Australia.

Our Mission: We work with WA Aboriginal Art Centres to celebrate the strength of our art and culture by:

Promoting: we are a strong voice for art centres

Empowering: we encourage best practice, facilitate targeted training opportunities, and encourage leadership within younger generations

Connecting: we build strong networks with members and partners

The Finance Coordinator (FC) is a part time position with flexible hours available across the week. AACHWA can accommodate flexible working arrangements to suit your preference and commitments. The position is based at the AACHWA office, currently located at 276 Great Eastern Highway, Midland WA 6056.

Reporting directly to the CEO, the Finance Coordinator is a key position in the organisation. This role handles all the accounting responsibilities of the organisation, ensuring financial systems and controls operate according to organisational policy and reporting standards. The position is also responsible for payroll coordination, financial reporting, budget preparation, and providing ongoing advice and support to the Board.

2. POSITION DETAILS

Position title:	Finance Coordinator, Aboriginal Art Centre Hub of WA
Location:	276 Great Eastern Highway, Midland, Western Australia
Hours:	Fixed term, Part time, 30 hours per week
Position salary:	\$70,200 - \$81,900 per annum (pro rata)
Reports to:	AACHWA Chief Executive Officer
Direct reporting staff:	As required by CEO
Superannuation:	10% of gross salary
Other benefits:	Generous salary sacrifice option is available
Last updated:	April 2022

Specific terms and conditions of service are detailed in a formal and binding Contract of Employment that is signed by both the staff member and the CEO of AACHWA.

3. FUNCTION OF THE POSITION

The FC has a significant impact on the level and quality of financial management within the organisation. They are responsible for assisting the AACHWA Board to achieve the organisations' vision and strategy. The FC operates under the direction of the CEO to provide financial management for the organisation in the form of record keeping, data entry accounts payable and receivable, and budgeting and reconciliations.

The FC must be collaborative, self-motivated and demonstrate initiative. They must have the ability to work well with the breadth of people working in and around AACHWA, including the Board, staff, Art Centre membership as well as the many regional Aboriginal artists and community members who initiate, coordinate and participate in AACHWA activities.

A multi-skilled FC will ensure the smooth functioning of the organisation through:

- Effective coordination of governance processes to enable AACHWA to meet its compliance requirements and objectives.
- Skilled administration services and financial support to ensure the day-to-day running of the AACHWA office.
- The provision of effective financial reporting to ensure the organisation is compliant with funding agreements and best practice financial controls.

4. RESPONSIBILITIES

4.1 Operational

- Maintains accurate accounts records and operates the accounting system (Quickbooks)
- Calculate and processes/enters monthly accruals (e.g. Annual leave, long service, TOIL etc)
- Accurately carries out monthly reconciliations;
- Records creditor invoices and processes them for payment in a timely manner;
- Sends out invoices in accordance with grant funding cycles;
- Accurately prepares the annual budget within required timeframes;
- Prepares accurate financial management reports for the Board;
- Prepares detailed project budgets in support of grant applications;
- Prepares accounts in accordance with acquittal cycles and submits to the auditors for review and clearance;
- Prepares accurate annual accounts and liaises with the auditors on their review;
- Collates staff timesheets and payroll information, and processes the fortnightly payroll runs;
- Submits statutory returns including BAS, Superannuation etc.
- Prepares accounts for quarterly Board and Finance Committee meetings;
- Attends Finance committee meetings as required;
- Administers and accurately reconciles petty cash;
- Reconciles credit card usage in line with AACHWA policy;
- Prepares and processes travel and accommodation payments for staff and Board travel;
- Accurately inputs financial data from source documentation including grant budgets, income and expenditure; and
- Raises invoices as authorised by the CEO and follow up procedures.

4.2 Governance and Compliance

- Develop, implement, communicate and maintain Governance processes and procedures for smooth operating and reporting to the Treasurer, Finance Sub-Committee and Board.
- Oversee the administration of all Finance Sub-Committee meetings including preparation of meeting notices, reports and minutes.
- Provide reports that communicate effectively to a culturally diverse group of Board members with different levels of financial management literacy.
- Oversee the collation of the annual financial Audit and provide reports required for the Annual Report and Annual General Meeting.
- Contribute to Office of the Registrar of Indigenous Corporations (ORIC) and ACNC reporting and compliance obligations.

4.3 Administration

- Ensure effective filing and reference systems for all completed documentation.
- Maintain the electronic filing systems on the AACHWA network server.
- Develop and update financial systems, where required, to make them more efficient.
- Oversee all Insurance related matters.
- Manage the distribution and reconciliation of cab charge vouchers.

4.4 Promotion of the Organisation

- Promote the work, reputation and success stories of AACHWA at every contact opportunity with all stakeholders, including community groups, individuals, government organisations and the corporate sector.
- Uphold the mission, values and standards of AACHWA at all times when representing the organisation.

5. PERFORMANCE MEASURES

5.1 All Staff

- Meet all critical deadlines 100% of the time.
- Meet non-critical deadlines 90% of the time (e.g. written correspondence addressed within four working days, phone/emails addressed within two working days, all work documents – paper and email – filed within two working weeks of receipt).
- File all work documents in a logical and retrievable manner within two working weeks of receipt.
- Identify and undertake at least one relevant professional development opportunity.
- Maintain the confidence of the CEO.

5.2 Position Specific

- Fortnightly payroll is processed on time with accurate reporting;
- Account records are accurately maintained and submitted to the auditors when required;
- Statutory returns are accurate and submitted in a timely manner;
- Annual/Project budgets and financial management reports are accurately prepared in a timely manner
- All Board and Governance processes are conducted in an accurate and timely manner;
- All finance tasks are completed accurately and delivered with high quality and in a timely manner; and

- An efficient and cooperative working relationship is maintained with the AACHWA CEO and other staff members within AACHWA's small team.

5.3 Other

- Excellent interpersonal skills.
- Ability to multitask.
- Demonstrate ability to participate and contribute to the AACHWA team with a positive and active attitude.
- Perform any other duties as required.

6. COMPETENCIES REQUIRED (Selection Criteria)

Essential Criteria:

- Demonstrate previous experience with book-keeping or accounting and use of software such as Quickbooks;
- Demonstrate knowledge of governance frameworks, with examples;
- Demonstrate ability to work autonomously and as part of a small team;
- Accuracy and a keen eye for detail;
- Aptitude for numbers and quantitative skills;
- Demonstrate ability to prepare and present management accounts and write clear, well considered reports;
- Sound problem solving and decision-making skills; and
- Competence with excel and Microsoft suite of products.

Desirable Criteria

- Qualification in finance/accounting or equivalent;
- Previous experience working with Aboriginal people and/or Aboriginal organisations;
- Experience working for a Non-Profit Organisation; and
- Aboriginality will be highly regarded but is not essential for the role.

Other Requirements:

- Must be an Australian Citizen / Permanent Resident;
- COVID 19 Vaccination;
- Hold Valid Australian work rights;
- National Police Clearance.

Enquiries:

For enquiries about the position and for the full **Position Profile**, please contact AACHWA on 08 9200 6248 or support@aachwa.com.au. Alternatively, you can see more info on our website aachwa.com.au/about-us/.

HOW TO APPLY:

Please supply the following information when applying for the position:

- A brief covering letter (no more than one page with a font size of **10 to 12** points) setting out your interest in the position.
- Statement addressing the Selection Criteria listed above (no more than four pages with a font size of **10 to 12** points). Please note: applications that fail to address the Selection Criteria will not be considered.
- Curriculum Vitae which details relevant work history.
- Name and contact details of three referees.

Applications must be received by close of business **Monday 23 May 2022**.

Applications are to be sent to the attention of Chad Creighton CEO Aboriginal Art Centre Hub of Western Australia.

Via email: ceo@aachwa.com.au

Via post: Chad Creighton
Aboriginal Art Centre Hub of Western Australia
PO Box 3089, Midland WA 6056

Email applications are encouraged, and we look forward to receiving your application.