

## Position Overview

**Position Title:** Finance Officer

**Location:** Beaufort Centre, L3 82 Beaufort Street, Perth WA 6000

**Hours:** Part-time, 22.5 hours per week (0.6FTE)

**Term:** 12-month fixed-term contract

**Reports to:** Operations Manager

**Direct Reporting Staff:** none

**Other benefits:** Generous salary sacrifice options are available.

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

## Organisational Context

The Aboriginal Art Centre Hub of Western Australia (AACHWA) advocates on behalf of its member art centres located in regional and remote Western Australia. 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

## Our Values

In our work we are guided by our priority values of Respect, Integrity, Leadership, Imagination, and Collaboration.

## Position Overview

Reporting to the Operations Manager, the Finance Officer is a key position in the organisation. This role entails handling all the accounting and book-keeping responsibilities of the organisation according to organisational policy and reporting standards. The position is also responsible for payroll preparation, and contributes to financial reporting, budget preparation, and audit mechanisms.

## Position Impact

The Finance Officer has a significant impact on the organisation, providing financial support and advice to ensure the efficient function of AACHWA day to day operations.



## Key Responsibilities

### Operational:

- Maintains accurate accounts records and operates the accounting system (Reckon Accounts Hosted).
- Accurately carries out monthly reconciliations and monthly leave accruals.
- Records creditor invoices and processes them for payment in a timely manner.
- Prepares invoices as requested and follows up as required.
- Accurately contributes to the annual budget within the required timeframe.
- Prepares accurate financial management reports to support the Operations Manager and CEO as required.
- Prepares accurate monthly reports and reconciliations for various project administrators.
- Provide reports that communicate effectively to a culturally diverse group of people with different levels of financial management literacy.
- Assists with developing organisational and project budgets as required, including detailed project budgets in support of grant applications.
- Prepares accounts in accordance with acquittal cycles in conjunction with the Operations Manager.
- Contributes to and assists with the preparation of annual accounts and liaises with auditors as required.
- Collates completed timesheets and payroll information and prepares fortnightly pay runs.
- Prepares Salary Sacrifice in accordance with procedures.
- Submits statutory returns including BAS, Superannuation etc.
- Contributes to ORIC and ACNC reporting and compliance obligations.
- Prepares monthly accounts for quarterly Board and Finance Committee meetings.
- Attends Finance committee meetings as required.
- Reconciles credit cards and petty cash according to AACHWA policy.
- Processes accounts payable and accounts receivable.
- Processes per diems and other travel payments for staff, contractors, and Board directors.
- Accurately inputs financial data from source documentation including grant budgets, income and expenditure.

### Administration:

- Ensure effective filing and reference for all completed documentation according to organisational systems and procedures.
- Contributes to the ongoing maintenance of the shared filing systems.
- Contribute to AACHWA publications such as the Annual Report as required.
- Responsible for storage and archiving of financial information according to relevant statutory requirements and AACHWA policies.

### Advocacy:

- Contribute to the promotion of the work, reputation, and success stories of AACHWA to the community.
- Upholds the mission, values, and standards of AACHWA at all times.
- Builds relationships with government, sector, and broader stakeholders as required by the role.



## Qualifications, Knowledge, Skills and Attributes

### Essential Criteria:

- Formal accounting or book-keeping qualification.
- At least 5 years' experience in a broad accounting or book-keeping role.
- Previous experience with bookkeeping or accounting and use of software.
- Demonstrated knowledge of governance frameworks.
- Experience with records management.
- Ability to work autonomously.
- Accuracy and a keen eye for detail.
- Strong written and verbal communication skills, including the ability to prepare and present management accounts and write clear, well considered reports.
- Sound problem solving and decision-making skills.

### Desirable Criteria:

- Tertiary qualification in finance/accounting or equivalent.
- Experience with Reckon Accounts Hosted accounting software.
- Ability to work under pressure and to meet deadlines.
- Willingness to travel to and work in remote/regional areas of Western Australia and holder of a Class C driver's license.
- Previous experience working with Aboriginal people and/or Aboriginal organisations.
- An understanding of the Aboriginal and Torres Strait Islander art centre business model.
- Experience working for a Non-Profit Organisation and an understanding of the reporting requirements to Federal, State, and other funding bodies.
- Aboriginality will be highly regarded but is not essential for the role.

### Personal Attributes:

- Positive and friendly attitude.
- Excellent interpersonal skills.
- Demonstrated ability to maintain confidentiality and appropriately deal with sensitive information.
- Flexible and adaptable approach to work demands.
- Ability to manage multiple tasks and prioritise.
- Ability to work autonomously and as part of a small team.

### Other Requirements:

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



## Relationships

### Internal:

- Employees
- CEO
- Board

### External:

- Auditors
- Other external stakeholders

## Enquiries

For enquiries about the position, please email AACHWA Operations Manager Maisie Glen [operations@aachwa.com.au](mailto:operations@aachwa.com.au).

Alternatively, visit our website [aachwa.com.au/work-with-us](http://aachwa.com.au/work-with-us) for more information.

## 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 two referees.

Applications must be received by midnight **Sunday 29 October 2023**. Applications must be marked confidential and are to be sent to the attention of Maisie Glen, Operations Manager, Aboriginal Art Centre Hub of Western Australia.

**Via email:** [operations@aachwa.com.au](mailto:operations@aachwa.com.au)

### Via post:

Maisie Glen  
Aboriginal Art Centre Hub of WA  
PO Box 8059, Perth WA 6000

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

An exciting opportunity to work with a growing not-for-profit organisation working with WA Aboriginal Art Centres!