

# Position Description

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|------------------------------------|----------------------------------------------------|
| <b>POSITION TITLE:</b>             | <b>Finance and Administration Officer</b>          |
| <b>POSITION TYPE &amp; TENURE:</b> | <b>Permanent, Full-time or Part-Time (0.8 FTE)</b> |
| <b>PROPOSED PAY GRADE:</b>         | <b>SCHADS Level 4</b>                              |
| <b>DELEGATION TIER:</b>            | <b>Tier 6</b>                                      |
| <b>REPORTS TO:</b>                 | <b>Head of Finance</b>                             |
| <b>DIRECT REPORTS:</b>             | <b>Nil</b>                                         |
| <b>LOCATION:</b>                   | <b>Melbourne</b>                                   |

## ABOUT NO TO VIOLENCE

No to Violence is Australia's peak body for individuals and organisations committed to ending men's use of family violence. We provide training, sector development and policy advice and advocacy on behalf of members. We operate the Men's Referral Service, providing a counselling service and referral pathways directly to men who use violence. As a feminist organisation, women and children are at the centre of what we do - by ending men's use of family violence, families, individuals, and communities are safer.

## POSITION SUMMARY

The Finance and Administration Officer provides accurate, timely and professional support across finance, payroll, reception, travel coordination and administration. The role supports the Head of Finance with accounts payable and receivable, payroll processing, month-end activities, reporting, audit and acquittal requirements, while also contributing to a responsive front-of-house function and effective organisational administration.

The position is allocated approximately 60% to finance and payroll functions, 20% to reception and travel booking duties, and 20% to administrative support for Quality, Risk and Compliance. This includes maintaining financial and payroll records, coordinating staff travel, assisting visitors and staff with enquiries, supporting contracts administration, formatting-controlled documents, applying version control and updating relevant registers and systems.

Working collaboratively with internal stakeholders, the role requires strong attention to detail, sound judgement, confidentiality and a customer service focus to ensure finance, payroll, reception and administrative processes are delivered consistently and in accordance with NTV policies, procedures and delegation requirements.

## DELIVERABLES

### End-to-End Payroll Processing

- Planning and preparation of payroll budgets and forecasts.
- Liaise with P&C team on staff updates.
- Responsible for ensuring an optimal staff onboarding experience, including:
  - Review staff contracts prepared by P&C.
  - Ensure new staff have correctly completed the pre-employment checklist.
  - Ensure cost center allocations are correct.
  - Staff training where required – i.e. timesheet & leave navigation.
- Apply payroll rate increases as required.
- Liaise with Advantage to ensure salary packaging is actioned.
- Review leave approvals & timesheets.

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- Undertake payroll preparation and lodgments.
- Reconcile all payroll accounts – including Superannuation, provisions for Annual Leave and Long Service Leave.
- Prepare monthly payroll reports for NTV management and assist with funder reporting and acquittals.
- Prepare governing lodgments including IAS, Superannuation & PLSLA.
- Address employee inquiries and concerns related to payroll, tax withholding and other compensation related matters.
- Build relationships and collaborate with key stakeholders, facilitate a customer centred approach to resolve issues, and implement process changes as needed.
- Update any policies and procedures related to payroll.

## **Accounts Receivable and Payable**

- Process supplier invoices in the accounting system with a high degree of accuracy. Ensuring costs are assigned to projects, support documentation is obtained and approved by the respective delegated authority and filed on a regular basis.
- Maintain list approved suppliers (including Direct Debits), ensuring that contractual agreements are in place.
- Ensure that suppliers are paid within terms and set up supplier batch payments.
- Create invoices in the accounting system.
- Receipt payments for invoices and follow up of overdue invoices.
- Prepare monthly Accounts Receivable and Payable reports.
- Maintain the Accounts Receivable schedule and ensure that overdue invoices are followed up.

## **Month End Tasks**

- Assist the Head of Finance with month end process including recognition of prepaid expenses, prepaid revenue, accrued expenses and depreciation.
- Support the preparation of financial data, insight, and reports for senior leaders.
- Assist the Head of Finance to prepare the monthly budget tracking reports and deliver the report to senior leaders.
- Assisting the head of Finance with maintaining the internal policies and procedures.

## **Reception and Travel Administration**

- Provide reception coverage, including welcoming visitors, responding to general enquiries, directing calls and messages, and supporting a professional and responsive front-of-house experience.
- Monitor the admin group mailbox and triage internal and external enquiries and requests coming into this inbox.
- Coordinate travel bookings for staff as required, including flights, accommodation and related arrangements, ensuring bookings are made in line with NTV policies, approvals and budget requirements.
- Support travel-related administration, including maintaining booking records, processing or coordinating travel documentation, and assisting with travel and reimbursement enquiries.
- Manage mailout of printed resources to members and community on request.

## **Administrative support to the Head of Quality, Risk and Compliance**

- Provide administrative support to the Head of Quality, Risk and Compliance, representing approximately 20% of the role.

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- Contracts administration – maintaining the contracts register, filing executed contracts and related documentation in the contract's repository, ensuring documents are appropriately named and stored, and undertaking routine administrative updates and follow-up.
- Policy/document formatting – formatting documents using established templates, applying version control and preparing documents for finalisation, updating the controlled documents register, and updating MILO.

## WHAT WE ARE LOOKING FOR IN THIS ROLE

### Skills

- High level of proficiency in the use of standard software such as the Microsoft Office suite
- Accurate numerical and data entry skills with a high level of attention to detail.
- High level verbal and written communication skills with the ability to communicate effectively with a range of people across all levels of the organization and develop relationships with a strong client service focus.
- Well-developed organisational and time management skills.
- Ability to use good judgement to make decisions according to level of authority; escalating issues as needed.
- High degree of discretion, confidentiality, and professionalism.

### Experience and Knowledge

- Minimum of 3 years small business book-keeping & payroll experience.
- Strong experience with Payroll Software (such as Employment Hero & HeroPay), with the willingness to learn and adapt to new systems.
- Understanding of the Fair Work pay conditions and award interpretation experience.
- Demonstrated ability to manage multiple tasks, exercise sound judgement in prioritising competing demands, and remain focused on achieving the objectives of the role.

### Qualifications/Competencies/Licences

- Tertiary or vocational qualification in Finance, Accounting, Business or relevant field.
- Exposure to and understanding of Social, Community, Home Care and Disability Services Industry Award 2010 is desirable.
- Completion of a Criminal History Check and Employee Working with Children Check (or State equivalent) prior to commencement of employment and as required by legislation and policy during employment, as well as a duty to disclose relevant information that may arise after employment has commenced.

## PSYCHOLOGICAL SAFETY REQUIREMENTS OF THE ROLE

- High job demands
- Remote and isolated work due to payroll being processed independently.

## MITIGATIONS FOR PSYCHOLOGICAL SAFETY REQUIREMENTS OF THE ROLE

- Tasks will be monitored to ensure workloads are reasonable and deadlines achievable.
- Employees are encouraged to raise concerns about workload or role strain without fear of reprisal in supervision discussions
- Employees will have input into how work is organised and prioritise.
- Regular meeting to provide supports when required.

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- Provide training and professional developments so the employee has the necessary skills to handle the required tasks.
- Respectful communication is expected in all interactions, both internal and external.

## EXPECTED FOR ALL NTV STAFF

- Act in accordance with NTVs code of conduct, policies and procedures and is committed to NTVs vision, mission, values and service standards.
- Promote a 'safety first' culture and acts in accordance with NTV health and safety policies and risk management systems.
- NTV values equity, diversity and inclusion and promotes an inclusive and collaborative work environment where all staff, volunteers and service users feel welcomed, respected and valued and encouraged to fully participate, irrespective of their individual differences in background, experience and perspectives.
- Be curious, reflective and open to continuous learning and new ways of working.
- Complete all mandatory training in a timely manner, to support the delivery of high quality, safe and effective services.
- Contributes to innovation, quality activities and continuous improvement and openly share information and knowledge to enable optimal outcomes for the organisation.
- Regional and interstate travel will be required from time to time.
- Members of the NTV leadership team may be required to attend Board of Governance and Board Sub-Committee meetings which typically take place in the evening. Attendance may be required up to 6 times per year, or as required.

Signature of Job Holder \_\_\_\_\_ Date signed \_\_\_\_\_