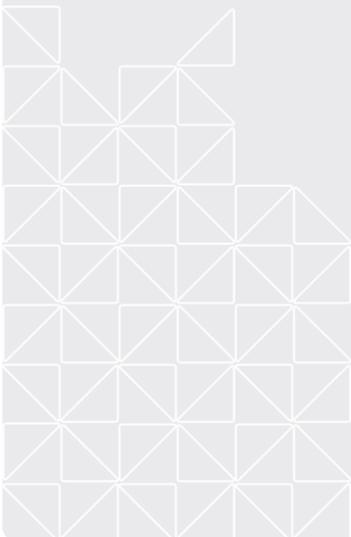


Finance and Payroll Officer

Shared Services

- Join a thriving social justice organisation with a proud history and a powerful vision
- Use your financial expertise to make a difference
- Work as part of a committed and passionate team
- Support the delivery of access to justice through pro bono



Finance and Payroll Officer, Shared Services

You have a chance to join one of Australia's most successful public interest and social justice law organisations. At Justice Connect we believe that everyone deserves a fair chance at a better life. We believe in a world that is fair and just; where rights are respected and advanced, laws are fairer, and systems are more accessible and accountable.

We do this by connecting people who are lost in the legal system, or locked out of it, with free legal help. Too many people are only an unpaid bill or a lost job from a crisis. And community organisations who want to help are often too busy dealing with complicated regulations. But life's problems so often have a legal solution. We also challenge and change unfair laws that serve only to block people's ability to navigate a complex system.

Justice Connect is a dynamic and innovative organisation and has grown rapidly over the last four years. We are seeking a **Finance and Payroll Officer** to join our Shared Services team. The Shared Services team provides support, advice and expertise across the organisation and is responsible for managing the physical work environment, developing and maintaining information technology tools to support the work of Justice Connect, recruitment and development of staff, management of and accountability for funds, and implementation of fundraising, events and communications strategies. The Shared Services team also oversees the governance and compliance obligations of Justice Connect.

The Human Rights Law Centre and Health Justice Australia are co-located with Justice Connect and the three organisations regularly collaborate on a range of issues. The Shared Services team provides a range of support services to the Human Rights Law Centre and Health Justice Australia on a fee for service basis.

The Finance and Payroll Officer is responsible for supporting the financial operations of Justice Connect, Human Rights Law Centre and Health Justice Australia through accurate and timely data entry, accounts payable, accounts receivable and reconciliations.

The Finance and Payroll Officer will provide the efficient and effective running of the fortnightly payroll, for Justice Connect, the Human Rights Law Centre and Health Justice Australia.

If you have strong financial and interpersonal skills and experience (preferably in the Not-for-profit sector), as well as a strong desire to make a difference for human rights and social justice, we look forward to hearing from you.



Applications close 10am Monday 19 February 2018

Position description, selection criteria and application details are available at www.justiceconnect.org.au/jobs

Position Description

| | |
|--------------------------------|--|
| Position title | Finance and Payroll Officer |
| Position reports to | Finance Manager |
| Salary | Pro rata of \$56,547.12 per annum, plus 9.5% superannuation, annual leave loading and generous salary packaging options ¹ |
| Employment Status | Permanent |
| Hours | Part-time at 22.5 hours per week (0.6 FTE). Set days of Monday, Tuesday and Wednesday |
| Location | Level 17, 461 Bourke Street Melbourne VIC 3000 |
| Closing Date | 10am Monday 19 February 2018 |
| For further information | Contact Michele De Gilio, Finance Manager on 03 8636 4486 |

Role purpose

The Finance and Payroll Officer is responsible for:

- supporting the financial operations of Justice Connect, the Human Rights Law Centre and Health Justice Australia including data entry, accounts payable, accounts receivable and reconciliations
- the efficient and effective processing of the fortnightly payroll for Justice Connect, the Human Rights Law Centre and Health Justice Australia.

Key responsibilities

FINANCE

- Data entry to the accounting package Reckon
- Maintain three balanced petty cash floats
- Ensure monthly superannuation payments are prepared and submitted
- Assist with data entry for three fortnightly payroll processes
- Undertake accounts payable functions including processing of creditor invoices, checking of statements and payments, reconciliations, maintenance of files and communication with suppliers
- Assist with the accounts receivable functions including creation of invoices, issuing of statements, reconciliations, follow up payments when necessary, provide aged analysis, maintenance of files
- Assist with processing monthly credit card statements
- Assist with maintaining the asset and equipment register
- Respond to staff requests for information regarding creditor and debtor invoices
- Support the financial year end procedure

PAYROLL – JUSTICE CONNECT

- In conjunction with Justice Connect's outsourced payroll provider, ensure fortnightly payroll is processed accurately
- Provide outsourced payroll provider with fortnightly payroll variations
- Coordinate with outsourced salary packaging provider to ensure fortnightly salary packaging is processed accurately

¹ As a Public Benevolent Institution (PBI) Justice Connect is able to offer staff generous salary packaging options. The tax savings for a staff member choosing to take full advantage of the salary packaging option mean that their take home salary is more than it would be without access to salary packaging.

- Preparation of payroll related reports for managers and directors
- Provide assistance to all employees on payroll queries
- Develop and review all organisational payroll policies
- Coordination of end of year payroll processing and reconciliations

PAYROLL – HUMAN RIGHTS LAW CENTRE AND HEALTH JUSTICE AUSTRALIA

- Provide end to end payroll services and ensure Human Rights Law Centre’s and Health Justice Australia’s fortnightly payroll is processed accurately
- Coordinate with outsourced salary packaging provider to ensure fortnightly salary packaging is processed accurately
- Preparation of payroll related reports for directors
- Provide assistance to all employees on payroll queries
- Coordination of end of year payroll processing and reconciliations
- Provide input into organisational payroll policies

Perform other duties as directed and necessary to the proper performance of the role.

This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of Justice Connect.

Selection criteria

| | |
|-------------------------------|---|
| Qualifications | <ul style="list-style-type: none"> • Tertiary qualifications in accounting • Advanced computer literacy in finance systems and MS office software |
| Experience | <ul style="list-style-type: none"> • Experience in a finance role in a Not-for-profit • Proven experience in reconciliations, data entry, accounts payable and accounts receivable • Proven experience in payroll processing • Proven effective communication and interpersonal skills to enable professional and confidential interaction with a range of people |
| Knowledge & skills | <ul style="list-style-type: none"> • A commitment to Justice Connect’s strategy and values • Knowledge of sound financial management and accounting standards, requirements and practices within the NFP sector • Excellent time management skills and demonstrated ability to meet deadlines and effectively manage competing priorities • Highly effective communication and interpersonal skills • Professional and motivated with a positive attitude and sound judgment • Energetic with a strong work ethic, a positive attitude and demonstrated ability to work in a team |

Employee benefits

Justice Connect offers employment benefits including salary packaging (making part of your salary tax-free), flexible working arrangements, above award annual leave provisions and opportunities for professional development. Justice Connect is an organisation that strives to show leadership, operate sustainably and demonstrate our effectiveness. You will be rewarded with a workplace culture that is professional, committed, collaborative and creative and where you can make a real difference through your work.

Important information

For further information about Justice Connect and its work, please visit www.justiceconnect.org.au.

The application process is as follows:

- Applications should be addressed to Michele De Gilio, Finance Manager and should comprise of a single Word or PDF document including; a cover letter succinctly stating your suitability for the role with reference to the selection criteria and your resume
- Applications should be emailed to hr@justiceconnect.org.au as a **single Word or PDF file** including "Finance and Payroll Officer via FCLC" in the email subject line
- **Applications close 10am Monday 19 February**
- Shortlisted applicants will be contacted by telephone
- We welcome and encourage applications from Aboriginal and Torres Strait Islander people.