

ROLE OVERVIEW	
JOB TITLE	Finance Officer
TEAM/S	Commercial
LOCATION	Our Place - Mulgrave Office
REPORTS TO	Commercial Manager
FTE	0.6 (3 days per week)
GENERAL ROLE DESCRIPTION	
<p>This role is responsible for ensuring the smooth flow of business operations through meticulous analysis and reporting of financial data. The tasks include but are not limited to generating insightful reports to support decision-making within the organisation, collaborating with various stakeholders, and handling administrative tasks like contract coordination and compliance management.</p>	
DUTIES & RESPONSIBILITIES	
<ul style="list-style-type: none"> Assist with preparing and managing budgets working closely with the Commercial Manager to ensure planned expenditure is aligned with organisational objectives: this includes forecasting future income and expenses, ensuring that spending is within budget limits. Prepare financial reports of the organisation's financial status, working with relevant cost centre owners to complete timely various analysis. Prepare financial reports acquitting the expenditure of funds received from various funding partners and ensure that any obligations related to funding agreements are met in a timely manner. Support processes to enable timely financial transactions, including issuing payments of invoices. Ensuring financial records are accurate and up to date. Track expenditure against service agreements with the support of the relevant contract owner. Provide support for the completion of financial audits wherever necessary. Maintain comprehensive documentation of commercial reporting processes. Ensure compliance with internal policies, accounting standards, and regulatory requirements. Administer the site debit card expenditure process and conduct monthly reconciliations. Collaborate with Our Place teams to ensure financial literacy and understanding of Our Place policies and procedures. 	
SKILLS & ABILITIES	
<ul style="list-style-type: none"> Strong proficiency in the Microsoft Office Suite, particularly Microsoft Excel. Experience with accounting software (Xero highly regarded). Detail-oriented with a focus on data accuracy and integrity. Ability to work across all levels of an organisation, including the ability to communicate with a diverse group of internal stakeholders. Strong organisational skills, adept at multitasking and managing competing priorities. Ability to handle sensitive information confidentially. Ability to work independently and collaboratively in a team environment. Adherence to organisational policies and procedures. Willingness to contribute to the development of a high performing, positive culture. 	

EXPERIENCE & QUALIFICATIONS

Relevant experience includes:

- Bachelor degree in Finance, Accounting, Business, or a related field
- At least 2 years of experience in financial management and reporting

WORKING CONDITIONS

WORK ENVIRONMENT	The role is performed primarily at the Our Place Central Office (Mulgrave), however, there will be need to travel to meet with local stakeholders and to Our Place sites.
HOURS / SHIFTS	Part-time, based on 3 days per week, working at least 22.8 hours per week
BENEFITS	<p>Our Place is committed to being a family friendly and flexible employer. We aim to accommodate staff's need for flexibility and part time / flexible work arrangements where possible in accordance with Our Place policies.</p> <p>Our Place is a not-for-profit organisation and staff are eligible for salary packaging.</p>
CHILD SAFETY	A current Working with Children Check and a Police Check undertaken at least once every three years is a condition of employment for all Our Place roles. At all times, employees are expected to understand and comply with the Our Place Child Safety Policy.
OTHER	The role is eligible to participate in the Our Place employee-funded leave arrangement that enables employees to take additional leave beyond the four weeks statutory leave entitlement. Refer to the Our Place Employee-Funded Leave Policy for more details.