**Title:**  Finance, Administration & Facilities Officer

**Reporting to:**  Head of Corporate Services

**Hours:**  Full-time, 38 hours a week, 5 days per week

**Remuneration:**  $86,822.77 - $89,091.29 p.a. classified under the SCHADS Award at Employment Level 4.1 – 4.2 (YACVic pays above award rates, with generous T&C.)

**Status:**  This is a permanent, ongoing contract.

**Location:**  Melbourne CBD office (Queen Street). There may be some travel in Victoria. Partial working from home arrangements are supported and can be negotiated.

**About the Youth Affairs Council Victoria (YACVic)**

Youth Affairs Council Victoria (YACVic) is the peak body and leading policy advocate on young people's issues in Victoria. Our vision is that the rights of young people in Victoria are respected, and they are active, visible and valued in their communities. For over 60 years, YACVic has advocated for the best interests of young people (aged 12-25 years) and the sector that works with them.

YACVic provides additional targeted advocacy and services through our key services, YACVic Rural and the Youth Disability Advocacy Service (YDAS).

**About YACVic Rural**

Funded by the Victorian Government since 2015, YACVic Rural increases YACVic’s presence across the Great South Coast and Southern Mallee regions and expands our state-wide advocacy and support for young people and the youth sector in rural communities. YACVic Rural is managed centrally from Melbourne

YACVic Rural recognises that young people and sector professionals in rural and regional areas have different opportunities and challenges from their metropolitan counterparts.

**About the role**

The Finance, Administration & Facilities Officer will provide finance and administrative support to the Head of Corporate Services and Head of YACVic Rural. As part of the core Corporate Services team but providing support also to the Rural Team, this busy and varied role is three-fold:

* **Finance**: This role will process accounts payable and accounts receivable transactions, track and follow up debtors and creditors, maintain supplier records, handle bank account reconciliation and credit card account administration, and assist with the processing of other transactions and the update and maintenance of other financial records. When time permits, the position will assist the Head of Corporate Services with the production of financial reports for Board and Management. In addition, this position will assist the Head of Rural with the development of project budgets and with a range of other financial processing tasks.
* **Administration**: this position provides a wide range of general administrative support to the Head of Corporate Services, and project based administrative support to the Head of YACVic Rural.
* **Facilities**: This role is responsible for ensuring the smooth running of the Melbourne (Queen Street) office; and also for the smooth transition in and out of phones, laptops and other equipment required by staff working from the office, from other sites or from home.

**Major Duties**

**Finance:**

* Undertake accounts payables processing, ensuring appropriate authorisation, that the payment of bills is actioned accurately and in a timely manner, and that all payments are coded to the appropriate project or cost centre.
* Undertake accounts receivables processing, ensuring that purchase orders and invoices are coded correctly and issued accurately and on time.
* Carry out operational day-to-day and week-to-week accounts activities such as
  + bank account and credit card reconciliations,
  + online membership and event ticketing account reconciliations,
  + credit card expense administration via Dext.
* Manage twice-weekly payment run.
* Manage payment processing queries arising and resolve or escalate issues to Head of Corporate Services, as appropriate.
* Monitor and regularly update supplier file records, and work actively with suppliers to reduce aged debtor balances.
* Assist with month end processing including salaries allocation and calculation of internal recharges.
* Undertake transactions and payment reporting and other reports as required for project managers.
* Assist Head of Corporate Services and Rural Manager with credit card expense management via Dext.
* Maintain and update financial procedures and practices documentation.
* Assist the Head of Corporate Services with the production of financial reports for Board and Management
* Other general financial assistance to Head of Corporate Services.

**Facilities:**

* Work collaboratively with staff to provide a welcoming, safe, accessible and inclusive environment for staff and young people and ensure the smooth running of the Melbourne Office at all times.
* Set up Board room for meetings, including ensuring that the room is tidy, the Board room computer is updated weekly and that all other equipment for hybrid meetings is in working order.
* Check and maintain kitchen, bathroom, photocopier and stationery supplies, reordering and replacing as necessary.
* Distribute incoming mail to relevant persons/organisations.
* Maintain general tidiness and orderliness of office, liaising with staff or acting directly to ensure deliveries are put away, kitchen hygiene rules followed, office plants watered.
* Liaise with building manager, cleaners, photocopier supplier, other tradespeople as required for maintenance or repair of facilities.
* Liaise with external IT support providers to maintain update of office computers and laptops.
* Reorder laptops, IT accessories and other equipment as needed.
* Maintain and update administrative system for ordering, issuing and return of office fob keys to staff and other office users.
* Administer office health and safety procedures and practices including:
  + Maintain appropriate signage around office
  + Monitor and update First Aid supplies
  + Replace air purifier cartridges when due
  + Updating health and safety notice board.
* Administer accessibility and inclusion procedures and practices including:
  + Ensure fragrance-free office
  + Undertake emergency warden duties for office on regular roster and as relief for other wardens as required.
* Manage staff queries arising and resolve or escalate issues to Head of Corporate Services, as appropriate.

**General administration:**

* Maintain and update administrative system for ordering, issuing and return of laptops, monitors and IT accessories and other technical or office equipment for staff.
* Liaise with external IT support for set-up, update, repair and maintenance of staff laptops and other IT equipment.
* Establish and maintain administrative systems to monitor and track various corporate services and rural team projects.
* Undertake project administration and track reporting requirements for rural team events and projects, assist with budgeting, collate information for reports and assist with preparing presentations/proposals as assigned.
* Diary management, travel bookings, meeting preparation and minute taking for rural Manager.
* Assist with administration of Rural car procedures, including liaison with lessors, insurers, and maintenance of records for FBT purposes.
* Develop and maintain other administrative processes which ensure the efficient operation of the corporate services team in Melbourne.

**Other duties:**

* Attend and actively take part in regular staff meetings and activities.

You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience. This role has no direct reports.

**Key Selection Criteria**

Key selection criteria are the skills, education, work experience, certification and other requirements to fulfil a role.

1. 1-2 years experience in financial accounts processing/book-keeping or similar role, using Xero or similar accounting package, with an excellent understanding of supplier payment processing and invoicing (accounts payable and receivable) and reconciliations (including general ledger).
2. Highly numerate and highly accurate, with superb attention to detail.
3. Strong interpersonal skills, with the ability to quickly develop rapport with people of all abilities and backgrounds.
4. Demonstrated proficiency in Excel and Word, with ability to create and use spreadsheets to assist with project budgeting, and to create, maintain and update procedures and practices, records of project plans, minutes of meetings and other administrative records.
5. Good verbal and written communication skills, with ability to follow up outstanding debtors and to communicate with and assist staff at all levels of the organisation, particularly in relation to understanding and following YACVic’s financial policies and procedures.
6. Demonstrated excellent administrative and organisational skills, including the ability to effectively prioritise and manage multiple tasks and deadlines.
7. Self-motivated, with strong work ethic and demonstrated ability to work consistently and independently, managing workload and competing priorities/deadlines.
8. Demonstrated understanding of appropriate behaviours when engaging with children and young people including from diverse backgrounds, and commitment to the Code of Ethical Practice for the Victorian Youth Sector and the Victorian Child Safe Standards.

**Desirable**

1. Relevant financial qualifications highly regarded - Certificate IV in Bookkeeping or Bachelor's in Accounting/Commerce or similar.
2. Experience working or volunteering in small to medium-sized not-for-profits, or in youth or community organisations.

YACVic is an Equal Opportunity Employer. People with disability, people from culturally and/or linguistically diverse backgrounds and Aboriginal and Torres Strait Islander people are encouraged to apply for this position. We are committed to promoting diversity and inclusion in our workplace. Disability can include those who identify as:

* Having a health condition or chronic illness,
* Neurodivergent,
* Deaf, deaf or hard of hearing,
* Having a mental illness or lived experience of mental health issues,
* Blind or have low vision.

**Benefits of working at YACVic**

* Generous terms and benefits
* Flexible, disability friendly, family friendly, rainbow friendly
* Fun work culture, with a social purpose, in a fully accessible Melbourne CBD office
* Diversity, working with a dynamic group of youth organisations that includes regional and rural young people, the Youth Disability Advocacy Service, multicultural, Koorie and rainbow young people.
* High degree of collegial support & sector-leading professional development

**Employment conditions**

YACVic promotes the safety, wellbeing and inclusion of all children and young people, including those with a disability, those who are Aboriginal and Torres Strait Islander or those from refugee or migrant backgrounds. We take child protection very seriously.

All employees are subject to screening and assessment against child safety standards, including rigorous background, identity and reference checks. The successful applicant will require a current Working with Children Check and a satisfactory National Police Check (costs reimbursed) and must agree to comply with YACVic’s Code of Conduct, Child Safe policy and procedures.

To be eligible to apply for this position you must be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa.

**Application Process**

Applications should be emailed to Recruitment, via [recruitment@yacvic.org.au](mailto:recruitment@yacvic.org.au) with **Finance, Administration & Facilities Officer** in the subject line and must include:

* A brief cover letter
* Your resume
* Your answers to the key selection criteria, as listed in the position description above
* Contact details for a minimum of two referees, including your most recent line manager (we will not contact referees without your permission).

**Only applications that follow the above process will be accepted and considered for interview.** Please let us know if you require support to complete an application or would like to submit an application in a different format.

**Applications close on 25 August 2024 at 5pm**, with interviews likely to be held 5-6 September 2024

If you have any questions about the role, please contact Kirsty Greenwood (she/her), Head of Corporate Services - [kgreenwood@yacvic.org.au](mailto:kgreenwood@yacvic.org.au) or via 0434 354 948