

# THE CONSTABLE CARE CHILD SAFETY FOUNDATION (INC.)



## POSITION DESCRIPTION

<b>Position Title:</b>	Business Services Coordinator
<b>Position Reports To:</b>	Finance Manager
<b>Reporting To This Position:</b>	None
<b>Effective Date:</b>	1 January 2018
<b>Primary Function</b>	Coordinates the organisation's accounts payable and receivable, payroll and human resources, asset and fleet management, and administration functions.

### Key Responsibilities

#### Financial Services

1. Uses Xero to facilitate invoicing and accurate recording of all sales, donations and payments to the organisation by external parties.
2. Uses Xero to facilitate and accurately record all purchases made by the organisation and ensures purchasing policies and procedures are followed by all staff.
3. Liaises with debtors to ensure payment of outstanding invoices within agreed timeframes.
4. Monitors, verifies and records all payments to or from the organisation's bank accounts.
5. Prepares bank reconciliation of all accounts.
6. Produces Xero reports as required by the Finance Manager, CEO or other senior staff.
7. Undertakes the organisation's banking on a daily basis.
8. Oversees the accurate administration and reconciliation of the organisation's petty cash fund.
9. Liaises with the Finance Manager to ensure information needed for grant acquittal and audit processes is made available in a timely manner.

#### Payroll and Human Resources

10. Accurately collates and enters staff timesheets to facilitate fortnightly payment of staff wages.
11. Prepares payroll and facilitates timely payment of staff wages and distribution of pay advice slips.

12. Manages the timely payment of staff superannuation contributions, annual and long service leave entitlements, and all other ad hoc staff payments and reimbursements.
13. Coordinates the intake of new employees to ensure that all necessary documentation is completed.
14. Maintains complete, up-to-date and confidential staff files for all employees, ensuring that copies of all relevant documents are held and are up to date.

### **Asset Management**

15. Maintains an accurate record of all organisational assets purchased or disposed of, and produces reports as required.
16. Facilitates the purchase, licensing and insurance, service, repair and disposal of all fleet vehicles.

### **Administration**

17. Ensures that office consumables are maintained at the required levels, including stationery, office and computer supplies, cleaning products and kitchen equipment.
18. Liaises with telecommunications, IT, property maintenance and other infrastructure suppliers to ensure the continued smooth running of the organisation's business operations.
19. Enters data into organisational customer relationship management databases as required.
20. Answers incoming phone calls on a shared basis with other staff.

### **Selection Criteria**

1. Qualifications and experience in bookkeeping and payroll.
2. Experience and demonstrated ability in the use of financial record-keeping software.
3. Qualifications and experience in HR are not essential but will be highly regarded.
4. Familiarity and experience in the use of Xero accounting software are not essential but will be highly regarded.
5. Demonstrated high level abilities in the use of Microsoft Excel.
6. A demonstrated understanding of the business model of not-for-profit organisations.
7. Willingness to work 'out of hours' on a semi-regular basis.
8. Possession of a valid WA Driver's license.
9. Possession of a current National Police Certificate and Working with Children Check.
10. Willingness to sign a photographic/video media release.
11. A demonstrated empathy for the values of the organisation.