



Finance Manager / Accountant

About Us

HerSpace believes in a world where girls and women are free from sexual exploitation, a world where they can choose their own direction.

HerSpace works with women and girls who self-identify as being affected by sexual exploitation. We seek to empower them by providing holistic therapeutic support to address the emotional, psychological and physical impacts of trauma, and build pathways out of exploitation. Our model of support places these women and girls at the centre of their healing process as we believe they are the experts of their lives, needs and choices.

<p>Job Purpose</p>	<p>The Accountant is responsible for:</p> <p>Collating and recording all finance and accounting matters and functions within HerSpace</p> <p>Assisting HerSpace to meet its tax, financial and reporting requirements and to ensure the company is acting in a financially sustainable manner</p> <p>The prompt and accurate oversight of accounting for all financial matters including the donations and the proceeds of fundraising events</p>
<p>Values</p>	<p>HerSpace is a values driven organisation, which aims to embody the following core values in all of our work, both at an organisational and individual level:</p> <ol style="list-style-type: none"> 1. We strive to search for new and innovative ways to overcome obstacles and empower action. 2. We work collaboratively and participate equally as team members wherever possible. 3. We communicate respectfully, clearly and honestly often to avoid misunderstandings and share valuable feedback.

	<p>HerSpace supports our volunteers to embody the organisation's feminist values through the work they do. This means working in collaboration, encouraging participation and partnership, and analysing and challenging power differences due to structures such as gender, race, sexuality, disability, hierarchy and class.</p>
<p>Skills, Experience and Expertise required</p>	<p><i>Necessary:</i></p> <ul style="list-style-type: none"> ● Experience in accounting & bookkeeping ● Experience in developing and managing budgets ● Capacity to handle day-to-day accounting requirements including; payroll, bookkeeping, online payments and processing, bank reconciliations, receipting of donations and other funds, budgets, preparation of standard monthly reports for CEO and Board, maintenance of records ● Knowledge of and experience in a standard accounting software package (MYOB) <p><i>Preferable:</i></p> <ul style="list-style-type: none"> ● Qualifications in accounting, business or bookkeeping ● Knowledge of the not-for-profit sector and financial implications of not-for-profit organisations ● Knowledge of secretarial practices and procedures
<p>Specific Responsibilities</p>	<ul style="list-style-type: none"> ● Maintain HerSpace's financial and banking records ● Overseeing HerSpace pay-roll including salary packaging ● Support and supervise HerSpace's Bookkeeper in ensuring that revenue is recorded and receipted, daily transactions are entered and bank accounts are reconciled ● Prepare standard accounts (balance sheet, profit & loss, cash flow) on a monthly basis. ● Assist in preparation of annual budget. ● Provide input and advice regarding HerSpace's finances. ● Provide basic accounting data for annual audit. ● Liaise with the CEO to ensure all financial and tax related operational tasks are implemented. ● Provide relevant information regarding HerSpace's current and future financial needs to the CEO
<p>Workload (weekly hours)</p>	<p>8-10 hours per week.</p>
<p>Regular commitments (meetings etc.)</p>	<ul style="list-style-type: none"> ● Preparing reports for monthly ● Board meetings Regular meetings with the CEO

Internal and External liaison	<p><i>Internal</i></p> <p>CEO</p> <p>Board of Directors</p> <p>Fundraising Manager</p> <p><i>External</i></p> <p>Banks</p> <p>Auditor</p> <p>Corporate Sponsors and Donors</p> <p>Partners and funding bodies</p>
Reporting to	<p>CEO (primary)</p> <p>Board of Directors (monthly reports)</p>
Duration of Position	<p>12 months minimum</p>
Review Process (frequency)	<p>Frequency:</p> <p>An initial review will be conducted after the first 2 months, and on a six monthly basis moving forward.</p> <p>It is agreed that this position description will be reviewed according to this timeline, and at such reviews both have a chance to change this Position through adding, removing, altering various aspects if necessary. These reviews are intended to be non-confrontational, two way discussions, allowing each party adequate opportunity to reflect and share.</p>

Police Checks

As part of our partnership arrangements with World Relief Australia some positions require new volunteers to undertake a National Police Check.

In some circumstances, HerSpace may offer you a volunteer role which is conditional upon our receipt of a satisfactory National Police Check.

Termination

HerSpace expects all paid and unpaid staff to comply with the policies and procedures, values of the organisation, and responsibilities of the position description. Should any volunteer or paid staff member act with disregard to any of the relevant policies and procedures, organisational values, or responsibilities of their role, HerSpace reserves the right to terminate your employment at any time without notice.

Probation Period

There will be a probation period of three months

Application Procedures

To apply for this role, please write a detailed response to the skills required and responsibilities of the role, with a cover-letter outlining your reasons for applying, and the hours you are able to commit to the position. Send this response and letter with a copy of your resume to the People and Culture team at recruitment@herspace.org.au, using the job title as the subject line.

Applications will close once a suitable applicant has been found, please apply early to avoid disappointment.

ACKNOWLEDGMENT FOR RECEIPT OF AND COMMITMENT TO JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents, and commit to what it requires of me.

Position holder name and signature

Date

Executive Director name and signature

Date