



Championing Perinatal Wellbeing in our Communities

Job Title: Financial Administrator
10 hours per fortnight

Responsible to: General Manager

Key Relationships: Treasurer, All PADA Staff, Volunteers, Contractors and Board members

Scope of the Position:

The position will provide financial coordination for all PADA Activities and staff.

Key Responsibilities:

- Liaise with Coordinators and Coordinate financial processes
- Manage Accounts Payable and Receivable
- Bank Reconciliations
- Payroll Processing
- Preparation of Board Financial Reports (bi-monthly)
- Other Financial Reports
- Budget Preparation
- Audit and Annual Report Preparation
- Attendance at meetings
- Liaise with Treasurer in between meetings as necessary to highlight any new financial requirements
- Contribute to the Business Plan/Strategy Plan of PADA
- From time to time undertake other duties as requested by PADA to support the wider organisation
- Grant recording and tracking
- Charity reporting
- Prepare and file tax documents

Key Success Factors:

- Ensuring that the PADA financial operations are managed well in conjunction with the PADA staff and the Treasurer has sufficient funds to carry out its business plan
- Any financial issues that are of concern are raised and there is total transparency in our financial management.
- Ensuring all debtor invoices are paid in a timely fashion according to established deadlines
- Reconciling all bank accounts with MYOB
- Ensuring all employees are paid fortnightly using Payroll provider
- Preparation of bi-monthly Board Reports, ensuring reports are sent to Treasurer prior to board meetings
- Preparation of other financial reports such as GST, as required

- Ensuring budgets are prepared in a timely fashion for beginning of new financial year (1 April – 31 March)
- Closing off accounts at Year End and preparing reports for Board approval prior to Audit
- Duties carried out effectively without immediate and constant supervision
- Attendance at Board meetings, staff meetings when required
- Ability to work within a small team and contribute to its development and evolution
- Demonstrates a high level of accuracy and efficiency
- Demonstrates organisational and structured approaches to the management of the Trust and its projects

Professional Development

- Participate in training and professional development opportunities as required, and within budget
- Professional development completed on time and to the standards as required for the role

Core Competencies

- Proven work experience as a finance administrator or similar
- Previous experience of working both independently and being part of a team
- Demonstrated organisation and structured approaches to project and workload management is essential
- Computer literate
- Previous experience of accounting software and Excel necessary
- Experience with Grant tracking

Personal Attributes

- Ability to effectively use MYOB (or Xero), word processing and spreadsheet software
- Willingness to learn new tasks
- Reliability in terms of pre-arranged work hours
- Understanding boundaries of work
- Organised and disciplined when meeting work deadlines
- Ability to function independently without supervision and also work as part of a team
- Ability to be flexible in terms of time available for special projects
- An understanding, interest and empathy in the work of PADA and perinatal mental health
- Integrity, trust and confidentiality around any and all of PADA's administrative, financial, client and personnel matters
- Previous not for profit/charity work would be an advantage
- COVID passport