



Northey Street City Farm

Permaculture in the Heart of Brisbane, Australia

FINANCE COORDINATOR

POSITION DESCRIPTION

Position:	Finance Coordinator
Award:	Northey Street City Farm (NSCF) Enterprise Agreement
Hours:	20 hours per week
Pay rate:	NSCF Enterprise Agreement Level 3, \$26.89/hr, plus entitlements (e.g., leave, super) as defined in the NSCF Enterprise Agreement
Contract Position:	Permanent Part-time
Responsible to:	Enterprise & Support Manager

Person

The Finance Coordinator should be an efficient, highly motivated and organised individual who communicates well and enjoys working with a diverse range of people. The person will need the ability to manage multiple tasks in a busy office environment and have high level skills in financial management.

Responsibilities

- Manage the financial accounting, filing and reporting systems of the Farm
- Organise cash handling processes, especially at events
- Provide information to managers to assist with preparation and monitoring of annual and program budgets, as required
- Prepare required financial reports in an accurate and timely fashion
- Ensure that all internal and external financial accountability requirements are met (those of constitution, legislation, funding bodies)
- Assist Management Committee Treasurer as required in managing Farm finances
- Provide general training for budget management, and prepare for and contribute to the Farm's annual budget and planning processes
- Administer finances for NSCF, including receipting and banking all received monies, payment of wages and associated costs, payment of all accounts by agreed process and reimbursement for agreed allowable costs

Additional Duties

- Ensure that there are suitable financial systems (structures and processes) in place. This includes ensuring that all financial transactions are recorded accurately and documentation is filed in a manner which makes for easy retrieval and auditing
- Ensure financial systems are accessible to those responsible for finances, programs and budgets
- Keep all records of organisational financial transactions and ensure accurate bookkeeping

In consultation with the Treasurer

- Initiate strategies for managing any surplus funds to maximise return to the Farm
- Address banking issues, including ensuring currency of signatories to bank accounts
- Report and communicate with funding bodies and government departments as required by agreements and legislation
- Action finance related correspondence
- Prepare financials for submission to auditor

Required Knowledge, Skills and Abilities (Selection Criteria)

Essential

- Experience in managing financial accounting and reporting systems, including payroll
- Experience in developing budgets and managing financial systems for small business or community organisations
- Intermediate-to-advanced skills in using MYOB, Word, Excel, Outlook and Xero
- Ability to efficiently coordinate a range of tasks in a well organised manner
- Excellent interpersonal and communication skills and an ability to relate well within a diverse community

Desirable

- Experience working in community/not-for-profit organisations
- Possess a general understanding of Permaculture or a willingness to learn.
- Willingness to contribute to other areas of the Farm's activities

Working Environment

Northey Street City Farm is a non-profit community project on the banks of Brisbane's Breakfast Creek in the inner-city suburb of Windsor. It has been developed for people to enjoy and participate in using the principles of Permaculture. It is also intended to be a demonstration site where people of all ages can learn through practical, hands-on experience.

NSCF Vision: All living sustainably

NSCF Purpose: Our purpose is to be an inspirational working model of a community-based urban permaculture farm which promotes and educates for sustainability.

Applications:

Applications must individually address each of the selection criteria (maximum 100 words each)

Please also include a CV with at least two referees

Applications due: **1pm Thursday 11 May 2023**

Proposed interview date: Tuesday 16 May 2023

Proposed role induction date (paid): Monday 22 May 2023

Proposed start date: Tuesday 23 May 2023

For further information, please contact Simon Calcinai on enterprise.mgr@nscf.org.au

Please submit application electronically to: info@nscf.org.au

Aboriginal and Torres Strait Island people are encouraged to apply

www.nscf.org.au

Phone: 07-38578775 Email: info@nscf.org.au