



WRITERS SA

Finance Officer WRITERS SA

Location	Institute Building, North Terrace & Kintore Ave, Adelaide SA 5000
Reporting to	Director
Working with	Director, Program Coordinator, Membership and Administration Coordinator, Marketing Coordinator
Position type	Average 10 hours/week, with flexibility and additional hours around peak times. Roster subject to negotiation. Probationary period of three months, with an initial one-year contract term.
Salary details	\$58,000 per annum pro rata + 9.5% superannuation
Employment period	One year from commencement
How to apply	Applications close 5pm Monday 28 October 2019. Email your CV and a maximum one-page cover letter addressing the selection criteria to Jessica Alice, Director, Writers SA: jessica@writerssa.org.au

ABOUT THE ROLE

Writers SA seeks a Finance Officer for the day-to-day financial management of the organisation and to assist the Director in the creation of budgets, grant reporting and reporting to the Board.

SELECTION CRITERIA

Essential:

- Solid bookkeeping skills
- Relevant formal qualifications
- MYOB experience

Desirable:

- Experience in arts or not-for-profit sectors
- Experience with funding applications and acquittals

ABN 40 783 458 265

www.writerssa.org.au - info@writerssa.org.au

(08) 8223 7662 - PO Box 43, Rundle Mall, Adelaide SA 5000



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POSITION DESCRIPTION

In collaboration with the Director:

- Entering financial data into MYOB, including supplier invoices, sales invoice and other receipts and payments;
- Ensuring the MYOB accounts accurately reflect the financial activity of the company and are up to date;
- Preparation of payroll including taxation, superannuation and WorkCover;
- Preparation and submission of periodic BAS and PAYG reports and making BAS and PAYG payments;
- Monthly reconciliations of bank accounts and other significant balance sheet accounts;
- Processing of end of year adjustments;
- Establishment and maintenance of financial systems;
- Ensuring electronic and hard copy financial records are up to date and accurate;
- Liaison with the Auditor in the preparation of the audited accounts;
- Ensure company insurances are up to date and current records are kept;
- Update of the budget document monthly and production of the finance report;
- Assistance with the preparation of funding applications and acquittals (specifically inputting of information into the relevant templates);
- and any other financial management duties as required.
- Assistance with board reporting and liaising with Treasurer

To liaise with the Director regarding:

- Management of cash flow
- Accounts management
- Planning, monitoring and preparation of operating and project budgets

APPLICATION PROCESS

1. When after reading through this document and visiting our website, if you have further questions about the role, please contact Jessica Alice, Director, on (08) 8223 7662 or jessica@writerssa.org.au.
2. Applications must consist of a cover letter, a brief CV, and the names and contact details of two professional referees emailed as a single Word document or PDF with your name and the position title as the document's name.
3. Applications should be sent to jessica@writerssa.org.au by 5pm, Monday 28 October.
4. The start date of this role is to be negotiated upon applicants' availability; if there are specific dates or times when you are unavailable please let us know.

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