



Australian Sex Workers Association

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SCARLET ALLIANCE APPLICATION INFORMATION

POSITION TITLE – Finance Officer (1 day/week)

POSITION OBJECTIVES

To act as the Scarlet Alliance Finance Officer; contributing to the effective financial management of the organisation, assisting the organisation to meet audit and incorporation requirements.

ORGANISATION DESCRIPTION

Scarlet Alliance, the Australian Sex Workers Association Inc., is the national peak body representing sex workers and sex worker organisations, projects, groups and networks. Scarlet Alliance conducts projects in Australia and internationally. The office is staffed by small project teams including the Scarlet Alliance Manager and part-time staff.

ORGANISATIONAL RELATIONSHIPS

This position is responsible to the Scarlet Alliance Manager.

RESPONSIBILITIES

Maintain financial records (MYOB)

- accounts payable and receivable
- bank reconciliations
- preparation of monthly financial reports for Manager and Executive
- assist Manager with preparation of budgets and cash flow projections
- prepare BAS returns
- process wages
- monitoring of income and expenditure against budget

Some aspects of office management and administration (stationery orders, insurances etc)

TRAINING

Scarlet Alliance will provide opportunities for training and mentoring in Financial Administration throughout the period of employment. The successful applicant will gain skills and competencies across a range of tasks and computer packages used in financial administration.

POSITION LOCATION

Surry Hills, Sydney, some evening and weekend work may be required.

SALARY & CONDITIONS OF APPOINTMENT

The position is offered as a fixed term of employment until May, 2008. The position will be paid at the equivalent of pro-rata of the NSW SACS Award Level 4 (\$43,475.00) per annum. Staff are employed by Scarlet Alliance under the NSW SACS award.

TO APPLY:

Your application must include:

- **At least one page addressing the selection criteria** (please see next page).

Under each criteria write your relevant knowledge, skills, abilities, training and experience that clearly demonstrates the extent to which you satisfy the criteria. You can give specific examples where you have used your skills and abilities, which relate to the specific criteria. Where the criteria asks for 'demonstrated' knowledge you must show and explain that you have this knowledge (as briefly as possible). If you fail to clearly illustrate that you have this knowledge it will be assumed that you do not meet the criteria.

- **A curriculum vitae (CV)** that provides your personal details, qualifications and work history. Sex work experience is acknowledged as valuable.

- **Two professional referees** The name, email, and the telephone contact details of two professional referees who can be contacted for a confidential verbal reference.

Applications should be forwarded:

Via email - janelle.fawkes@scarletalliance.org.au

or

via post - Confidential, The Manager, Scarlet Alliance, P. O. Box 261, Darlinghurst NSW 1300.

Applications Close: Applications addressing the selection criteria along with a current C.V. and at least two (2) referees must be received by **4th April, 2007.**

SELECTION CRITERIA (Qualifications, Experience, Skills and Abilities):

Essential

- Understanding of the general principles of bookkeeping and an interest in increasing skills in this area.
- Display an attention to detail, and accuracy.
- Hold a passion for mathematics and working with numbers.
- Problem solving skills and a demonstrated ability to actively seek alternatives and possible resolutions to encountered problems.
- Excellent organisational and time-management skills and the ability to work with minimal supervision.
- Sex work experience.
- Have a strong interest in supporting the achievement of Scarlet Alliance organisational objectives.
- Very good computer literacy with a demonstrated ability to use MS Word and other programs.
- Very good interpersonal skills including written & oral communication.

Desirable (not essential)

- Knowledge and experience using MYOB.
- Experience with payroll systems.

For any position advertised by Scarlet Alliance, the selection panel will assess each applicant in terms of their ability to meet the requirements of the role and selection criteria. Information provided is only available to the panel.

Applicants are expected to explain in their written application how they meet each of the selection criteria. The onus is on the applicant to summarise the relevant information about yourself and to present it in a form which is easily accessible to the panel. The panel will not sift through your résumé and covering letter to find the relevant information about you.

The panel, made up of the Manager, one Executive member and on some occasions another sex worker representative will rate your written application against the selection criteria and against other applicants to decide who to shortlist for interview.

MISSION STATEMENT

Through its objectives, policies and programs, Scarlet Alliance works to achieve equality, social, legal, political, cultural and economic justice for past and present sex workers in order for sex workers to be self-determining agents, building their own alliances and choosing where and how they live and work.

3. OBJECTS

The objects for which Scarlet Alliance is established are:

- (a) To promote the civil and human rights of past and present sex workers and to work toward ending all forms of discrimination against them;
- (b) To lobby for legal and administrative frameworks which do not discriminate against sex workers;
- (c) To challenge any government at any time when and where it implements legislation, regulations, rules, policies or law enforcement practices which are discriminatory and/or repressive to the rights and autonomy of sex workers;
- (d) To actively promote the right of all sex workers to work in whatever area of their chosen occupation, including street, brothel, escort, private and opportunistic work;
- (e) To actively work towards guaranteeing the right of all sex workers to optimum occupational health and safety provisions. This will promote conditions where safe sex and general health knowledge can be converted to safe work practices. Furthermore, challenge any legislation, policy or process which does not so promote the rights of the worker;
- (f) To strive to eradicate sex worker stereotypes and stigmatisation in the popular consciousness and to communicate the diversity of ideas, opinions and aspirations of past and present sex workers;
- (g) To liaise with international sex worker rights groups in the development of regional and international networks, programs and objectives;
- (h) To support sex workers and sex worker organisations to become more politically active;
- (i) To enhance the capacity of sex workers to participate in advancing their rights and build networks & organisations;
- (j) To gather and disseminate sex industry related information to members.

These objects are undertaken in order to advance sex worker rights.