



South Australian Sex Industry Network



SIN & SCARLET ALLIANCE - APPLICATION KIT

**SIN Administration Finance Officer- part time (0.4 – 15 hours per week) –
12 month contract**

TO APPLY:

1. Read the attached information outlining the position description, criteria, terms and conditions for employment.
2. Complete your application by including:
 - **At least one page addressing the selection criteria** (see page three for a list of the criteria).
Under each criterion write any relevant knowledge, skills, abilities, training and experience to demonstrate you meet that criterion. You can give specific examples where you have used your skills and abilities, which relate to the specific criterion. Where the criterion 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 that criterion.
 - **A copy of your curriculum vitae (CV)** that provides your personal details, qualifications and work history, including sex work. Scarlet Alliance endorses an affirmative action policy which promotes sex work experience as an essential selection criterion. Information provided by applicants will be kept in the strictest confidence and viewed only by the interview panel.
 - **Two professional referees** The name, email, and/or telephone contact details of two professional referees who can be contacted for a confidential verbal reference.
3. Send or email your application to:

Email – manager@sin.org.au
or
post - Confidential, The Manger, SIN, P O Box 7072, Hutt Street,
Adelaide SA 5000.

Applications Close: Applications addressing the selection criteria along with a current C.V. and at least two (2) referees must be received by **close of business on 30th June, 2014.**

Note: if you are interested in the position but unsure whether you meet the selection criteria please call Sharon on 08 8351 7626 to discuss

POSITION TITLE – Administration Finance Officer, Sex Industry Network part-time (0.4 - 15 hrs/week) – 12 month contract

ORGANISATION DESCRIPTION

Formed in 1989, SIN is the South Australian Sex Industry Network. SIN is a peer sex worker organisation, run by sex workers for sex workers. SIN promotes and advocates for the health rights and well being of sex workers in S.A. SIN provides outreach, peer education, advocacy, information and support to all S.A. sex workers, including targeted services through the male, CALD/migrant, trans* and street work projects.

Scarlet Alliance, Australian Sex Workers Association, the peak national body representing sex workers and sex worker organisations in Australia will auspice SIN and support SIN's transition to operate as an autonomous sex worker organisation.

ORGANISATIONAL RELATIONSHIPS

This position is responsible to the SIN Manager and the Scarlet Alliance, Chief Executive Officer. This position may be responsible for supervision, training and mentoring of staff and/or volunteers at SIN.

RESPONSIBILITIES

All duties conducted are to be guided by the Scarlet Alliance objectives & the SIN Values and Vision document.

The SIN Administration Finance officer will provide administrative support and support the projects financial management, contributing to the effective operation of the SIN office and SIN Safe Sex Shop. This position is a job share role. Another staff member working the same number of hours on different days also contributes to these duties.

Administrative duties will include:

- front of house reception duties (when required), including peer education, information, referral and support;
- preparation and generation of correspondence including faxes;
- organisation and filing of information, files and resources;
- phone, fax, email communication;
- maintain databases and contact lists;
- maintain SIN website and social media
- final preparation of reports and submissions;
- postage, mail collection and banking;
- obtain phone and web based quotations;
- make and confirm travel bookings;
- assistance in organising SIN events;
- monitor and maintain inventory and stock levels in the SIN Shop;
- oversee the distribution arrangement of condoms including management of administration; and accounting requirements;
- place orders and confirm delivery;
- other duties as directed.

Finance tasks will include:

- maintain financial records using MYOB software;
- accounts payable and receivable data entry;

- daily reconciliation of the shop sales;
- maintain effective records relating to the shop sales and outgoings;
- bank and petty cash reconciliations;
- preparation of monthly financial reports for SIN Manager and Scarlet Alliance CEO;
- assist Manager and Project Coordinator with preparation of budgets and cash flow projections;
- prepare BAS and IAS returns;
- process payroll and prepare quarterly payments;
- liaise with superannuation bodies;
- project reconciliations and monitoring;
- prepare and monitor financial record keeping to meet audit requirements;
- electronic funds transfer transactions;
- other duties as directed.

The Administration Finance Officer will act on behalf of SIN, within the authority delegated to this role, in order to undertake Administration and Financial duties and ensure work practices comply with the requirements of the relevant legislation and OH&S policies and procedures.

POSITION LOCATION

The position is based at the SIN office, 276 Henley Beach Rd, Underdale, South Australia.

SALARY & CONDITIONS OF APPOINTMENT

This position is a fixed term contract ending on 30/06/15 and is offered subject to ongoing funding or organisational change.

This is a part-time position (15 hours/week) paid at the Social, Community, Home Care and Disability Services Industry Award 2010 Level 4 and subject to the National Employment Standards.

The position at times requires significant out of hours work consistent with responsibilities. Some inter/intrastate travel may be required.

TRAINING

The successful applicant will participate in orientation to the organisation and the role.

SIN and Scarlet Alliance will provide opportunities for training and mentoring throughout the period of employment in order for the staff member to gain skills and competencies across financial administration matched to their role.

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

Essential

1. Sex work experience and demonstrated understanding of sex worker issues, the principles of human rights and sex worker rights.
2. Demonstrated competent keyboard skills, including word processing, email and internet.
3. Strong organisational and time-management skills and the ability to work with minimal supervision.
4. Demonstrated ability to effectively plan a work load and manage competing tasks.

5. Understanding of the general principles of bookkeeping and an interest in increasing skills in this area.
6. Display an attention to detail, and accuracy and hold a passion for mathematics and working with numbers.
7. Problem solving skills and a demonstrated ability to actively seek alternatives and possible resolutions to encountered problems.
8. Strong written and verbal communication skills and numeracy skills.
9. Demonstrated ability to work independently with minimal supervision and cooperatively within a team.
10. Demonstrated knowledge of culturally appropriate work practices.
11. Ability to work as part of a team and desire to work with other sex workers and people living with HIV, people who inject drugs and culturally and linguistically diverse sex workers.

Desirable (but not essential)

1. Knowledge and experience using MYOB, Excel and Access software.
2. Experience with payroll systems.
3. Current driver's license.

Note:

This Position Description includes an attached copy of the objects of both SIN and Scarlet Alliance.



SIN's Mission

The Sex Industry Network's purpose is to work with and for sex workers by providing reliable, consistent and efficient support, peer education and advocacy. SIN is committed to being accountable to the sex worker community and maintaining a safe, relaxed and accessible place for sex workers.

SIN promotes sex worker pride and empowerment by:

- acknowledging the legitimacy and value of sex work
- being a strong, supportive organisation which is widely recognised both within the sex industry and beyond
- generating an exciting, energetic and dynamic environment in which sex workers are treated with dignity and affirmation.

SA Sex Industry Network Objectives

SIN aims:

1. To build a sense of community and shared culture among sex workers
2. To equally value the social change and service provision roles of SIN
3. To support South Australian sex workers in seeking to change discriminatory social attitudes, laws and practices
4. To promote the health and well-being of sex workers in a holistic way
5. To network and collaborate with sex worker organisations in Australia and internationally
6. To facilitate networking and peer support among sex workers in South Australia
7. To provide quality, user-friendly on-site information, resources, advocacy and support services to sex workers
8. To provide personalised, culturally-appropriate outreach services offering information, resources, advocacy and support to marginalised sex workers
9. To operate in a manner that ensures ownership by, and accountability to, South Australian sex workers
10. To develop and maintain a strong, sex worker-driven, autonomous organisational identity
11. To develop and maintain a passionate, valuing peer culture within SIN

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.

1. 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;
- (k) To play an active role in Australia's response to HIV/AIDS, including supporting peer education and harm reduction strategies for sex workers;
- (l) To provide training and education on issues relating to the Australian sex industry and the migration of sex workers into Australia; and
- (m) To present up to date information on sex work issues at national and international forums.

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