



## **Australian Sex Workers Association**

Phone – 02 9326 9455  
Fax – 02 9326 9870  
Post – P.O.Box 261,  
DARLINGHURST  
NSW 1300  
Street – Level 2,  
349 Crown Street,  
Surry Hills

Email – [info@scarletalliance.org.au](mailto:info@scarletalliance.org.au)  
Web – [www.scarletalliance.org.au](http://www.scarletalliance.org.au)

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### **SCARLET ALLIANCE APPLICATION INFORMATION**

#### **POSITION TITLE – Finance Officer (1 day/week)**

#### **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. For more information see <http://www.scarletalliance.org.au>

#### **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)

#### **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 below).

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](mailto: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 **12<sup>th</sup> September, 2006.**

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

### ***Essential***

- Sex work experience.
- Recent experience in a position with duties including the responsibilities outlined on page 1, or similar responsibilities.
- Demonstrated experience in bookkeeping or accounting with attention to detail, accuracy and effective numeracy.
- Demonstrated willingness to work as part of a team and support the achievement of organisational objectives.
- Good computer literacy with a demonstrated ability to use MS Word and MS Excel.
- Very good interpersonal skills including written & oral communication.
- 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.

### ***Desirable***

- Strong knowledge and experience using MYOB.
- Demonstrated 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 by applicants 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, your skills and experience 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.