



SCARLET ALLIANCE - POSITION DESCRIPTION

POSITION TITLE – Finance Officer (0.1 – 1 day/fortnight)

PROJECT DESCRIPTION

Scarlet Alliance, the Australian Sex Workers Association Inc., will facilitate the development of a PNG Community Sex Worker Network Response to HIV/AIDS. The project will act as a catalyst for the development of an autonomous PNG sex worker community network. There will be a small project team including the Scarlet Alliance manager and casual staff.

ORGANISATIONAL RELATIONSHIPS

This position is responsible to the Scarlet Alliance Manager and will work closely with the Scarlet Alliance Treasurer.

RESPONSIBILITIES

Maintain financial records (MYOB)

- accounts payable and receivable
- bank reconciliations
- preparation of monthly financial reports for manager and board
- assist manager with preparation of budgets and cashflow projections
- prepare BAS returns
- process wages
- close monitoring of income and expenditure against budget

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

Small amount of phone work

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

Essential

- Recent experience in a position with duties including the above (or similar) responsibilities.
- Demonstrated experience with payroll systems.
- Demonstrated high level experience in bookkeeping or accounting with attention to detail and demonstrated effective numeracy.

- An intermediate knowledge of MYOB, MS Word and demonstrated skills in MS Excel.
- Demonstrated willingness to work as part of a team and support the achievement of organisational objectives.
- High level interpersonal skills including written & oral communication. Including the ability to effectively convey information using the appropriate communication medium for the audience.
- Sex work experience and understanding of and commitment to Scarlet Alliance communities.
- Problem Solving– Demonstrated ability to actively seek alternatives and possible resolutions to encountered problems.
- Demonstrated excellent organisational and time-management skills and the ability to work with minimal supervision.

POSITION LOCATION

Darlinghurst, 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 a Level 4 (\$40,128 - \$43,836) per annum pro-rata. Staff are employed by Scarlet Alliance under the NSW SACS award.

CLOSING DATE: Applications addressing the selection criteria along with a current C.V. and at least two (2) referees must be received before, 5th September 2005.

Applications should be forwarded to: janelle.fawkes@scarletalliance.org.au or addressed to: Confidential, The Manager, P.O.Box 261, Darlinghurst NSW 1300.