13a Wingate Avenue

Ascot Vale 3032

**Phone:** 03 9376 5244

**Fax:** 03 9376 2676

jan@wingateave.com.au

[www.wingateave.com.au](http://www.wingateave.com.au)

**ABN:** 33 042 739 925



|  |  |
| --- | --- |
| **Position Title** | **Assistant Manager – Finance** |
| **Position Reports to** | **General Manager** |
| **Employment Status** | **Full time - 38 hours per week** |
| **Salary** | **$69,160 plus 9.5% super Attractive salary packaging is available to reduce your tax contributions (15,866 salary sacrifice & $5,000 meal and entertainment benefits)** |
| **Award** | **Neighbourhood House Collective agreement**  **Underpinned by Social, Community, Home Care and Disability Services Industry Award 2016 (SCHCADS); Class II (a) Level 4.1** |
| **Direct Reports** | **Centre Receptionist (1FTE)** |
| **Location** | **13A Wingate Avenue Ascot Vale 3032** |

**Background Information**

Wingate Avenue Community Centre (WACC) was established in 1985 on a public housing estate in Ascot Vale which is home to approximately 1,700 residents. The centre is managed by a voluntary Committee of Management and employs over 50 staff and 50+ volunteers. Wingate’s mission is to enable positive community wellbeing with a focus on learning and social activities, especially for people who are experiencing disadvantage. We believe such a commitment will lead to improvement in quality of life and empowerment for the local community.

The centre is a Registered Training Organisation (RTO), Learn Local provider, Jobs Victoria provider (Jobs Victoria Employment Network) and is funded by the Department of Health & Human Services to deliver social and recreational programs as part of the Neighborhood House Coordination Program. Furthermore, WACC is a licensed Occasional Care provider with onsite facilities for up to 19 children and recently constructed a Men’s Shed. Wingate is well recognised in the delivery of programs that create pathways to education and employment and has received a number of awards and accolades in recent years.

WACC has been successful in growing its services in the local community and is highly regarded by all stakeholders including Local, State and Federal government.  In 2012 Wingate was successful in attaining DGR status (Deductible Gift Recipient status) under the Public Benevolent Institution classification to allow donations towards the centre from philanthropic trusts.

**Please see below:** the position description for Assistant Manager - Finance

**Position Description: Assistant Manager - Finance**

**Hours**

Hours: 38 hours per week – Monday - Friday 9:00am- 5:06pm (less ½ hr lunch)

**Conditions of employment**

The terms and conditions of employment are those applying under the Neighbourhood Houses and Adult Education Centres Collective Agreement 2010 underpinned by SCHADS award. Occasional weekend or evening work may be required.

**Salary package**

$69,160.00plus 9.50% superannuation

Attractive salary packaging is available to reduce your tax contributions ($15,866 salary sacrifice & $5,000 meal and entertainment benefits)

**Position purpose**

The position will contribute to achieving the vision and goals of the Wingate Avenue Community Centre. The Assistant Manager – Finance will undertake the operational support of the centre through Financial, Business, HR and marketing initiatives, working within a community development framework to ensure we deliver vibrant, achievable programs and services for the community.

**Roles and Responsibilities**

**Financial Administration**

* Oversight and assistance with of day-to-day financial management activities – including payroll, bank reconciliation, budgeting, invoicing, petty cash and adhoc funding acquittals and submissions

**Business & Information Systems**

* Maintain effective provision of all ICT and business systems
* Support all staff with business systems and activities
* Provide recommendations to key issues involving business & ICT systems

**Operational Support**

* In collaboration with the Management Team - oversee the co-ordination of programs and activities within the centre including events
* Assist and provide back-up relief to manage day-to-day operations of the Centre
* Support the shared coordination of direct relief food programs

**Human Resources administration and Member Administration**

* Be responsible for all staff and volunteer contracts
* Manage the coordination of regular staff satisfaction surveys
* Develop and maintain centre’s membership
* Manage the preparation of the annual report and coordination of the Annual General Meeting
* Assist in development Policies and Procedures where required

**Marketing Services Support**

* Develop the internal capacity to drive marketing – online and offline services
* Undertake and coordinate appropriate and timely marketing of all programs and activities
* Develop the use of social media
* Monitor market trends and ensure that programming remains current
* Increase marketing communications that drive results

**Facilities Management**

* Regular review of facilities
* Manage maintenance issues
* Meet OH&S standards
* Input recommendations for physical resources required

**Community Member Support**

* Provide support and face-to-face contact with community members
* Representation of Wingate in community events and functions
* Develop and maintain partnerships

**Reporting Relationships and Accountability**

The Assistant Manager -Finance reports to the General Manager and will liaise with the Management team on the day-to-day running of programs and services, particularly in relation to budgets and statutory issues that may arise.

All staff are required to take responsibility for a safe and healthy work environment and a

commitment to equal opportunity and a workplace free from discrimination and harassment.

**Key Selection Criteria – Required**

* Significant experience in a similar role
* Sound knowledge of MYOB Account right plus v19, MYOB Payroll and Excel (min 3 years)
* Strong financial skills in managing a budget of a community based, not for profit organisation.
* Demonstrated understanding of workings of relevant awards and conditions
* Excellent organisational skills
* Experience in ICT services and support
* Ability to coordinate marketing activities and promote programs and courses to key stakeholders
* Well-developed computer skills (MS Office suite, internet and email)
* Current driver’s licence and access to a vehicle

**Desirable but not essential**

* Experience working in a similar role and/or understanding of the neighbourhood house sector
* An understanding of the philosophy underpinning community organisations

**Applications are to be sent to:**

Email General Manager: [jan@wingateave.com.au](mailto:jan@wingateave.com.au)

Applications close – COB Wednesday 30th August 2018

For further information regarding this position please contact: Jan Thorpe – General Manager; Monday – Thursday 9am-5pm, Friday 9am-1pm (9376 5244)

**A cover letter** must be added outlining how your qualifications, skills and knowledge meet the selection criteria.

***WACC will only contact applicants that are shortlisted for interview.***

***All offers of employment will be made subject to satisfactory completion of employment checks including evidence of right to work in Australia and a National Police Check***