# **BLIND CITIZENS AUSTRALIA**

# **POSITION DESCRIPTION**

# **Manager, Finance and Administration**

# **(12 month contract with the possibility of extension)**

# **About Blind Citizens Australia**

Blind Citizens Australia is the National representative organisation of Australians who are blind or vision impaired. Our mission is to achieve equity and equality by our empowerment, by promoting positive community attitudes, and by striving for high quality and accessible services which meet our needs.

# **Duty Statement**

* Position Title: Manager, Finance and Administration
* Duration: 12 month contract with the possibility of extension (includes a 3 month probationary period)
* Region: The position has a national focus. The successful applicant can work from BCA’s Melbourne office, or remotely by negotiation with the Executive Officer either from office space in another location or from home.
* Hours: 22.5 hours per week, (some weekend and evening work will be required.)
* Salary: to be discussed at interview and paid under the SCHADS Award. Superannuation contributions and salary packaging are available.
* Reporting Relationships: The position reports to the Executive Officer.

# **Position Purpose**

* To contribute to the success of Blind Citizens Australia by providing effective financial management to ensure long-term financial viability.
* To provide expert financial advice to the Executive Officer in relation to business structures, budgeting, strategic financial management and cost saving initiatives.
* To provide effective management of the organisation’s administrative processes and information systems.
* To administer BCA’s IT and communications infrastructure to ensure efficient and effective information sharing across multiple remote working locations.

# **Duties**

# Financial Management

* Establish and maintain effective financial management including ensuring sound business practices, compliance with internal controls and statutory requirements are achieved in relation to Blind Citizens Australia’s finances.
* Through the preparation of monthly reports, ensure the Executive Officer, Finance, Audit and Risk Management Committee and the Board are kept fully informed regarding the organisation’s financial position and performance.
* Work with the Executive Officer to prepare the annual budget, manage the audit process and implement audit recommendations.
* Undertake payroll and other bookkeeping tasks.
* Contribute to the development of funding submissions, business planning and strategic growth through the provision of expert financial advice to the executive Officer.
* Attend and contribute to monthly Finance, Audit and Risk Management Committee meetings.

# Administration Management

* Manage Blind Citizens Australia’s administration processes to ensure the organisation can operate effectively and efficiently.
* Audit current administrative processes and make recommendations to the Executive Officer to ensure processes are modern and efficient, particularly in a remote working environment.
* Work with the Executive Officer to ensure administration processes are accessible and appropriately communicated to all staff.

# Information Technology and Communications Management

* Administer Blind Citizens Australia’s information technology and telephone systems and assist staff with simple IT issues.
* Evaluate the need for new information technology solutions and make recommendations that meet Blind Citizens Australia’s financial, information and accessibility requirements.

# **Key Selection Criteria**

* Tertiary qualification in finance and/or at least five years’ experience in advanced bookkeeping
* Substantial, demonstrated experience in financial management and reporting in a not-for-profit environment.
* Demonstrated administration management experience.
* Advanced knowledge of IT and communications administration in a virtual office environment, including the ability to adapt to new technologies quickly and assist other team members to do so.
* Advanced knowledge of Microsoft Office programs including Word, Excel and Outlook.
* Ability to work with and relate to people who are blind or vision impaired.
* Ability to work with people in a small team across multiple locations with a unity of purpose and support for all team members.

**Note:** Blind Citizens Australia employees are required to work within the policies, procedures and philosophical framework of the organisation and to adhere to the highest professional and ethical standards in the performance of duties and responsibilities associated with the position.

**Applications close at 5.00 PM on Friday 18 August 2017.**  
   
Applications addressing the selection criteria contained in this position description should be emailed as a Word file to:

Anna Briggs

Executive Assistant

Blind Citizens Australia

Email: [anna.briggs@bca.org.au](mailto:anna.briggs@bca.org.au)

If you require more information, please contact the Blind Citizens Australia office on 1800 033 660.