



# Finance Administrator Position Description

<b>POSITION TITLE</b>	Finance Administrator	<b>TERMS OF EMPLOYMENT</b>	0.3 FTE Part-time, 12-month contract with potential for renewal.
<b>REPORTS TO</b>	General Manager	<b>SALARY</b>	\$48,000 pro rata plus statutory superannuation 10.5%
<b>WORK LOCATION</b>	402 Swanston St, Melbourne VIC 3000	<b>APPLICATION DETAILS</b>	Cert IV in Bookkeeping or equivalent, 2 <sup>nd</sup> year Accounting Bachelors student, or comparable experience.
<b>CLOSING DATE</b>	Sunday 19th May 2024 @ 11.59pm		
<b>NOTE</b>	SYN are interested in candidates that have space to grow in the role. We encourage applicants to apply who may not fit all the Selection Criteria but are passionate about development. Successful applicants will be required to obtain a Working with Children Check.		
<b>EXEMPTION NOTICE</b>	SYN has an exemption from the Victorian Civil and Administrative Tribunal to allow discrimination on the basis of age (exemption no. H7/2022). SYN has a preference for candidates under 26 years of age. (NB. Candidates over 26 are still encouraged to apply.)		
<b>CHILD SAFETY</b>	SYN is committed to child safety. We have zero tolerance of child abuse. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out working with children checks, police checks and reference checks as we see fit to ensure that we are recruiting the right people.		

## 1. ABOUT SYN

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SYN is Victoria's youth community radio station. We provide opportunities for young Australians to broadcast their views on issues and ideas that matter to them. SYN's staff support and develop the strength of our volunteer base who are the creators and owners of all content across our various platforms. All volunteers are under the age of 26.

Find out more about SYN here: <https://www.syn.org.au/about-us>

### **SYN FM (90.7 FM & DAB+ digital radio)**

SYN operates a full-time community broadcasting licence and can be heard throughout Melbourne and Geelong on 90.7 FM and on DAB+. Our broadcast also streams live on our website, and on the Community Radio Plus app.



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## **SYN as an employer offers**

- A culture of openness that encourages you to ask questions, try new things and take risks - space to makes mistakes and learn
- Flexibility with ongoing personal appointments during work hours
- Flexible working from home and office policies
- A work laptop and modern office space based in Melbourne's CBD

## **1. JOB SPECIFICATION**

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### **Primary Focus**

The Finance Administrator is responsible for day-to-day bookkeeping and administrative tasks. Including payroll, coordinating contracts and paperwork, banking, and ensuring compliance with relevant statutory requirements and obligations.

### **Key Responsibilities**

- Managing account payables/receivables
- Processing banking transactions and regular bank reconciliation
- Processing payroll, SGC and PAYG
- Working with external accountant to ensure ATO obligations are met including IAS/BAS
- Working with the General Manager/Treasurer to complete EOFY processes
- Maintain reliable and accurate financial records
- Maintaining accurate asset register
- Filing and archiving of financial records
- Preparing journal entries
- Work with General Manager to complete half-yearly budget planning processes
- Organise and run quarterly financial reviews with Management Team and Treasure

### **Responsibilities shared with all SYN staff**

- Adhere to SYN's values
- Maintain a high standard of work practices and ensure integrity, respect and confidentiality whilst carrying out core tasks
- Work cooperatively with staff and volunteers to achieve the organisation's objectives

## **SYN as an employer offers**

- A culture of openness, that encourages you to ask questions, try new things and take risks - space to makes mistakes and learn
- Flexibility with ongoing personal appointments during work hours
- A professional development budget for each staff member
- Unlimited leave for COVID testing and vaccination appointments
- Unlimited paid professional development hours, we encourage staff to upskill and take opportunities that will further their career development, paying them to do so
- Flexible working from home and office policies
- A work laptop and modern office space based in Melbourne's CBD



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## **2. PERSONAL ATTRIBUTES**

You take initiative, look out for things people may miss and ask the questions to move the project forward. You are driven by timelines and objectives, can work unsupervised along with enjoy collaboration. You like seeing the bigger picture impact of your work and participating in strategic conversations.

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## **3. KEY SELECTION CRITERIA**

### *Essential\**

1. Experience operating Xero (or comparable accounting software)
2. Advanced level of understanding of bookkeeping/accounting
3. Experience in managing payroll
4. High level organisational skills and attention to detail
5. Self-motivation and the ability to work with minimal supervision
6. Well-developed excel skills
7. Emotional intelligence and tact when working on sensitive subjects

### *Desirable*

- An understanding of the non-profit and/or social enterprise space
- Experience reporting to a board of governance

\*Applicants who fill most, but not all, of the essential selection criteria are still encouraged to apply. SYN favours applicants who show capacity for growth and development within the role. If you are unsure if your skills and experience are applicable, please contact SYN's General Manager, Ruby Smith, at [ruby.smith@syn.org.au](mailto:ruby.smith@syn.org.au)