



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	<b>Financial Accountant – State Sporting Association</b>
<b>RESPONSIBLE FOR</b>	<b>Manage the financial function of Volleyball WA through support and guidance to the Administration Team, whilst providing financial insights and monitoring the financial performance of the association in accordance with the Association’s values and policies.</b>
<b>EMPLOYER</b>	<b>Volleyball WA</b>
<b>LOCATION</b>	<b>180 Charles Street, West Perth, 6005</b>
<b>REPORTS TO</b>	<b>CEO</b>
<b>EMPLOYMENT</b>	<b>Part-time 0.6 – 0.8 FTE (flexible working hours)</b>
<b>SALARY GUIDE</b>	<b>\$70,000 - \$85,000 + Superannuation (FTE)</b>
<b>AWARD</b>	<b>Sporting Organisations Award 2020</b>

### Key Responsibilities

- **Finance Duties**
  - Financial oversight and administrative support for all aspects of VWA Finance including;
    - Management of all Xero Accounting requirements for Volleyball WA and the Indoor Beach Volleyball Federation
    - Manage and review accounts receivable and accounts payable – cash, credit card, bank transfer, Stripe, E-way, Grants
    - Processing of salaries and contract payments
    - Recording of all leave accruals (Personal, Annual and TIL)
    - Generation of new staffing contracts and related documentation
    - Preparation of BAS and PAYG
    - Invoicing & Purchase Orders
    - Maintain the VWA Un-financial Register and Bad debt provisioning
    - Maintain the VWA Asset Register
    - VWA Insurance and Workers Compensation
    - Bank reconciliations
    - Preparation of VWA Board monthly management reporting
    - Preparation and Management of the annual volleyball budget (budget and actuals)
    - Assistance with cashflow forecasting
    - Preparation of Annual Audit financial information

## Key Performance Indicators

To perform competently in this position the incumbent will be expected to demonstrate capability, skills and experience in the following areas;

- **Customer Service**  
Show excellent interpersonal and communication skills that allow effective positive relationships at all time with all internal and external stakeholders.
- **Organisational Skills**  
Display a high level of organisational skills and be the initial source of information and knowledge in regards to all VWA finance activities. Document and share this information and knowledge effectively where required with internal and external stakeholders.
- **Technical Skills**  
Demonstrate effective use of Microsoft office applications and Information Communication Technology applications. Strong excel skills are highly desirable. Demonstrate highly effective use of the Xero Financial package.
- **Administration Skills**  
Display high level administration and communication skills (verbal and written).
- **Team Participation**  
Be an active and enthusiastic team member of the Volleyball WA staff team and the Volleyball WA wider community. Take personal responsibility for upholding the Association values.
- **Work Quality**  
Take personal responsibility for the high quality of work completed, including timely delivery and accuracy of information.
- **Continuous Improvement**  
Show a commitment and active contribution to finding more efficient and effective ways for Volleyball WA to deliver all finance and membership data-base activities.

## Functional Tasks

- Highly effective communication, both verbal and written, including distribution of information, correspondence, customer service, telephone calls and emails.
- Effective management of timelines and date requirements.
- Excellent administrative and finance skills. CPA / CA qualified - highly desirable.
- Ensuring compliance with VWA Policies and procedures, and all VWA competition By-Laws and regulations.
- Maintain an effective filing and retrieving information system for the VWA office.
- Be able to work as a team member.

## **Application Process**

Applications must follow the outline provided below to be considered.

- All applications must include the following.
  - Cover letter addressing the Selection Criteria as outlined in the Position Description
  - Current Curriculum Vitae, including referee details
- Applications must be submitted via email to [actingceo@volleyballwa.com.au](mailto:actingceo@volleyballwa.com.au)
- Applications close COB Friday, 11 August, 2023 – late applications will not be accepted

Please note: the preferred candidate will be required to complete a Working with Children's Check.

## **Queries**

If you would like further information regarding this position, please do not hesitate to contact;

Mitchell Collins Vera

Acting Chief Executive Officer

Volleyball WA

Email: [actingceo@volleyballwa.com.au](mailto:actingceo@volleyballwa.com.au)

Tel: 08 9228 8522