

Finance Officer

- Join an organisation where the community is at the heart of everything they do
- Flexible working arrangements and excellent benefits package
- Part time, permanent position with a Not For Profit employer of choice

'Bring your skills and experience to this great community services organisation where people are paramount and work life balance is part of the package'

Prahran Place is a growing and ambitious not-for-profit organisation and member of Neighbourhood Houses Victoria. Prahran Place offers a range of community activities, workshops, pre-accredited Learn Local courses, as well as Occasional Child Care, NDIS friendly classes and aged care social support. The Centre has an open-door policy and welcomes people of all ages, abilities and walks of life.

The Finance Officer will be responsible for managing the organisation's financial performance, in addition to applying and delivering analysis, forecasting and budgeting. Due to the size of the organisation, you will also be required to process payroll and undertake or supervise the tasks around accounts payable and receivable.

The successful candidate will have proven experience across financial and company business elements including taxation, regulatory compliance, asset management, reporting and legal issues.

In addition, you will have proficiency around financial modelling of initiatives, business case development and the variable impacts on organisational growth and financial sustainability.

You will be a proficient communicator with excellent interpersonal and organisational skills and high level organisational, problem solving and negotiation skills, along with a high level of capability around IT and financial programs and systems.

In addition, you will have the proven ability to build and develop relationships and communicate effectively with a broad range of stakeholders and have a relevant tertiary qualification and current CA or CPA accreditation.

If you are all of the above and passionate about the successful delivery of an organisation's vision and strategic plan and display a high degree of professionalism, integrity and ethical behaviour then we would like to hear from you. Candidates with demonstrated knowledge or experience of the Neighbourhood Houses sector will be held in high regard.

This is a part time, permanent position, 14 hours per week, split over 2-5 days with flexible working arrangements. An attractive salary and excellent benefits package will be offered to the successful candidate in line with their skills and experience.

To be considered for this opportunity you must meet the above criteria, have Australian Citizenship or Permanent Residency status and currently hold or be willing to obtain the relevant clearances and checks that are essential for this role.

For a confidential discussion and more information contact Mark Williams on 0450 311272, for email enquiries and application submissions please forward in Word format to mark@communityconsultingaustralia.com.au

Please note that applications will be reviewed as they are received and this role may close when a suitable candidate is appointed, only shortlisted applicants will be contacted.