

Traditional Healthcare

POSITION: Accounts and Finance Manager
RESPONSIBLE TO: Traditional Healthcare Committee
LOCATION: Melbourne Office and home based
SALARY: Volunteer
HOURS: Approx 2 hours per week

BACKGROUND

Traditional Healthcare Inc (TH) is an Australian based not-for-profit charitable organization committed to the development of sustainable healthcare facilities for underprivileged communities. The Accounts and Finance Manager is a part of a skilled and passionate team that ensure that TH's operational systems support and maintain TH's vision.

POSITION PURPOSE

To establish and manage TH's Accounts Department and to oversee financial management of individual projects, to maximise the effectiveness of the organisation and support the delivery of TH's vision and goals.

KEY RESPONSIBILITIES

- Develop effective accounting systems, policies, practices and procedures.
- Coordinate effective functioning of TH's Accounts Department
- Preparation and delivery of monthly financial reports
- Accounts Payable & Accounts Receivable
- Payroll responsibilities (if required in the future)
- Delivery of ASIC and ATO financial requirements
- Train and Coach project leaders in budget planning and financial accountability
- Working in conjunction with fundraising teams to prepare and manage budgets for fundraising projects
- Working in conjunction with Membership Coordinator to ensure financial accountability of memberships
- Working in conjunction with Donation Coordinator to ensure financial accountability of donations
- Working in conjunction with Collection Tin Coordinator & Street Collection Coordinator to ensure financial accountability of cash collected

Personal attributes, skills, qualifications and experience required:

- A commitment to the values and vision of Traditional Healthcare Inc.
- A tertiary qualification in Accounting, Project or Business Management or similar field
- Demonstrated experience in implementing administrative and accounting systems and processes.
- Flexibility to work within a low budget, grass roots organisation
- An ability to work within a team environment and mentor and train others

Send CV to: Kallika Bruce
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