



Kingston East Neighbourhood Group Inc.

Finance Officer

KINGSTON EAST NEIGHBOURHOOD GROUP INC. (KENG) is a not-for-profit organisation offering a diverse range of programs and services to the Logan community.

We are looking for an experienced Finance Officer to join our team at KENG!

The Financial Officer will be responsible for maintaining all financial and personnel aspects of the organisation across its two community centres. This role involves ensuring the accurate recording of financial transactions, grant allocation and ensuring compliance with financial regulations.

The Finance Officer will play a key role to support the long-term sustainability of KENG. This position requires a strong attention to detail, a deep understanding of financial management practices, and a commitment to supporting the mission and values of KENG.

DUTIES AND RESPONSIBILITIES:

1. Maintain accurate financial records, reconciliations, prepare financial statements and conduct regular financial analysis.
2. Ensure compliance with financial regulations, prepare for audits, and maintain required documentation.
3. Process and administer the Centre's payroll, ensuring accuracy and compliance with relevant laws and regulations.
4. Management of personnel records, employee contracts and onboarding process for new employees.
5. Oversee accounts payable, accounts receivable, room hire invoicing and manage staff expenses.
6. Manage cash handling and payments, perform bank reconciliations, monitor cash flow, prepare cash management reports, and maintain relationships with banking partners to ensure efficient and secure financial operations.
7. Manage financial aspects of grants, invoicing, track expenditures, adhere to grant guidelines and prepare financial reports for funders.
8. In conjunction with the CFO, Treasurer and Center Manager develop and implement financial policies, provide staff training, and regularly update policies.
9. Evaluate and improve financial systems, implement new tools, and streamline operations.
10. Secretarial role for Finance Sub-Committee.

Other ad hoc duties as required.

ESSENTIAL REQUIREMENTS

1. Current and viable Positive Notice Blue Card issued by Blue Card Services, Department of Justice and Attorney-General.
2. Current and viable National Criminal History Check.
3. Possession of a current Queensland Driver's License.
4. COVID 19 vaccinated
5. A degree in Business, Accounting or other Finance related studies

6. Computer literacy and the ability to use data collection systems, Event Management Software and Microsoft office.
7. High level of competency in MYOB

To obtain a copy of the position description and key selection criteria please contact the centre on 3808 1684 or email manager@keng.org.au