

FINANCE OFFICER

Position	Finance Officer
Reports to	CEO
Supervises	Nil
Remuneration	SACS WA Level 5.1 + Superannuation 12% and salary sacrifice package of up to \$15,899
Hours of work	45.6 per fortnight (0.6 FTE – 3 days a week)
Position term	Ongoing
Location	West Perth

About Living Proud

Living Proud is a peer organisation and was founded over 50 years ago as the Campaign Against Moral Persecution WA (CAMP WA), Australia's first gay and lesbian rights movement. While advocating for the decriminalisation of homosexuality, CAMP WA established a telephone support line, 'Phone a Friend,' which evolved into the service now known as Living Proud.

Today, Living Proud is the WA partner of the QLife national LGBTIQ+SB telephone and web chat peer-support service. In addition to QLife, Living Proud delivers health and wellbeing initiatives, family and domestic violence support, community capacity-building programs, and training programs. We strive to improve the health and wellbeing of lesbian, gay, bi+, transgender, intersex, queer, and other diverse people. More information can be found on our website: www.livingproud.org.au/.

Position overview

Living Proud is looking for a Finance Officer to support our growing programs and operations. The Finance Officer is a key role within the organisation, responsible for delivering accurate and timely payroll, accounts payable, financial reporting, and compliance functions in line with relevant legislation, awards, and funding requirements.

The Finance Officer uses modern accounting systems to ensure accuracy and accountability, supports grant acquittals, audit processes, and sector-specific compliance, while providing responsive finance and administrative support across the organisation. The position is 0.6 FTE (3 days a week) and based in West Perth.

About the successful candidate

The ideal candidate is a finance professional who is values driven and passionate about contributing to a community-focused organisation making a meaningful impact for the LGBTIQ+SB community. They will be organised, have an eye for detail and have a professional, friendly and customer service approach to all stakeholders.

The successful candidate will have experience utilising the Xero system or similar and have demonstrated experience in payroll process and management, supporting accounts payable and receivable, preparation of financial reports and development of costings and budgets.

Key responsibilities

Payroll	<ul style="list-style-type: none"> • Prepare and process end-to-end payroll on a fortnightly basis in line with relevant awards and employment agreements. • Maintain accurate employee records, including timesheets, leave balances, pay rates, and entitlements. • Interpret and apply award conditions, enterprise agreements, and Fair Work legislation to ensure compliance in payroll processing. • Calculate and process superannuation, PAYG tax, and other deductions in line with statutory obligations. • Reconcile payroll reports and ensure accuracy of payroll journals for integration with the general ledger. • Liaise with staff and managers to resolve payroll-related queries in a timely, friendly and professional manner. • Prepare and submit monthly and annual payroll tax returns and superannuation contributions. • Support continuous improvement of payroll systems, processes, and internal controls.
Supplier invoice / purchase receipt processing and payment	<ul style="list-style-type: none"> • Review and verify supplier invoices and purchase receipts for accuracy, appropriate approvals, and compliance with relevant policies. • Enter and code invoices into Xero in accordance with the chart of accounts and budget allocations. • Ensure timely processing of payments to suppliers. • Respond to supplier queries in a professional and timely manner, maintaining positive working relationships.
ATO and other compliance obligations	<ul style="list-style-type: none"> • Prepare and lodge BAS (Business Activity Statements), PAYG withholding, and other ATO-required submissions in accordance with statutory deadlines.

	<ul style="list-style-type: none"> • Prepare financial acquittals and reporting against grant funding, ensuring expenditure aligns with funding agreements and all required documentation is submitted accurately and on time. • Ensure compliance with Single Touch Payroll (STP) reporting requirements, including timely and accurate lodgements. • Coordinate with external auditors during annual financial audit, providing necessary documentation and explanations. • Prepare and submit annual Workers' Compensation wage declarations in accordance with insurer requirements. • Prepare and lodge the annual ACNC Information Statement. • Respond to queries from the ATO and other regulatory agencies in a timely and professional manner.
Budget development and reporting	<ul style="list-style-type: none"> • Assist in the preparation of budgets along with the CEO, Treasurer and Management team. • Preparation of monthly financial reports, including profit and loss statements and balance sheets for the CEO, Treasurer and Management team. • Support budget monitoring and variance analysis, providing insights and commentary to management as required. • Report any potential or actual financial risks to the CEO. • Reconcile general ledger accounts related to payroll, accounts payable, and other finance functions. • Maintain a comprehensive understanding of grants and funding agreements, ensuring financial reporting requirements are met.
Financial administration	<ul style="list-style-type: none"> • Work with internal stakeholders to improve financial processes and provide training where necessary. • Maintain an accurate and up-to-date asset register. • Ensure financial records are securely stored and archived in accordance with organisational policies and legislative requirements. • Prepare invoices and manage debtor accounts, including monitoring outstanding balances, issuing reminders, and following up on overdue payments to ensure timely collection. • Provide ad hoc administrative and finance support as required, including assisting with document preparation, data entry, filing, and responding to internal and external queries.
Organisational culture and other duties.	<ul style="list-style-type: none"> • Uphold the highest standards of integrity and accountability. • Role model professional, supportive, and respectful behaviour to all colleagues and volunteers. • Contribute to a positive, safe, and cohesive team environment.

	<ul style="list-style-type: none"> • Adhere to, implement, and help ensure all staff and volunteers understand, and comply with, Living Proud’s policies and procedures. • Adhere to, implement, and help ensure all staff and volunteers understand, and comply with, any applicable regulatory obligations, including work health and safety and financial legislation. • Identify, report and manage risks within the organisation, deploying risk mitigation strategies as appropriate. • Other duties as requested.
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Selection criteria

Essential

1. Identify as part of the lesbian, gay, bisexual, transgender, gender diverse, Intersex, asexual communities (LGBTIQA+SB) [Living Proud has an exemption under Equal Employment].
2. Relevant qualifications in accounting, bookkeeping, or finance, or equivalent professional experience in a similar role.
3. Demonstrated experience in end-to-end payroll processing.
4. Strong understanding of payroll compliance requirements, including PAYG, superannuation, Single Touch Payroll (STP), and leave entitlements.
5. Proficiency in accounts payable functions, including invoice verification, coding, and EFT payment processing using accounting software (e.g. Xero).
6. Experience in preparing and lodging statutory compliance reports, such as BAS, PAYG, Workers’ Compensation declarations, Portable Long Service Leave returns, and ACNC Information Statements.
7. Competence in financial reporting, including preparation of monthly reports, general ledger reconciliations, and variance analysis to support management decision-making.
8. Strong attention to detail and accuracy, with demonstrated ability to maintain financial records and resolve discrepancies efficiently.
9. High level proficiency in financial systems and tools, particularly Xero and Microsoft Excel, and a commitment to continuous improvement in financial processes and systems.
10. Ability to work independently and as part of a team.

Desirable Criteria

- Experience working in the not-for-profit (NFP) sector.
- Membership or eligibility for membership with a professional accounting body, such as Chartered Accountants Australia and New Zealand (CA ANZ) or CPA Australia.

Required Compliance Documents

- You must be eligible to work in Australia.
- You will be required to complete a National Police Check.
- You will be required to hold a current Employee Working with Children's Check (WWCC).

To find out more and apply

1. Submit a covering letter, including all contact details, that addresses all the "Selection Criteria" (essential and desirable) as outlined in the position description. You should use statements with examples that clearly demonstrate your competency in a particular area.
2. The covering letter should be a maximum of three pages.
3. Attach a current copy of your Resume, including the contact details of **three** recent professional referees.

NOTE: Applications that do not address the key selection criteria (essential and desirable) will not be considered.

Contact

For more information, please contact Meaghan Holden (CEO).

Email: ceo@livingproud.org.au

Find out more about working at Living Proud, visit our website on www.livingproud.org.au