



SCARLET ALLIANCE - APPLICATION KIT

Finance Officer (part-time, 0.4FTE – 2 days per week) Sydney, Australia

TO APPLY:

1. Read the attached information outlining the position description, criteria, and terms and conditions for employment.
2. Complete your application by including:
 - **At least one page addressing the selection criteria** (see page three for a list of the criteria).
Under each criterion write any relevant knowledge, skills, abilities, training, and experience to demonstrate you meet that criterion. You can give specific examples where you have used your skills and abilities, which relate to the specific criterion. Where the criterion asks for 'demonstrated' knowledge you must show and explain that you have this knowledge (as briefly as possible). If you fail to clearly illustrate that you have this knowledge it will be assumed that you do not meet that criterion.
 - **A copy of your curriculum vitae (CV)** that provides your personal details, qualifications and work history, including sex work. Scarlet Alliance endorses an affirmative action policy which promotes sex work experience as an essential selection criterion. Information provided by applicants will be kept in the strictest confidence and viewed only by the interview panel.
 - **Two professional referees.** The name, email, and/or telephone contact details of two professional referees who can be contacted for a confidential verbal reference.
3. Email your application to:

Email - ceo@scarletalliance.org.au

Applications Close:

Applications addressing the selection criteria along with a current CV and at least two (2) referees must be received by **close of business on 12th June, 2017.**

Note: If you are interested in the position but unsure whether you meet the selection criteria please call Jules Kim on 02 9517 2577.

POSITION TITLE – Finance Officer (part-time, 0.4FTE – 2 days per week) Sydney, Australia

ORGANISATION DESCRIPTION

Scarlet Alliance, Australian Sex Workers Association Inc., is the national peak body representing sex workers and sex worker organisations, projects, groups and networks. Scarlet Alliance conducts projects in Australia and internationally. The office is staffed by small project teams including the Scarlet Alliance Chief Executive Officer and part-time staff.

POSITION OBJECTIVES

To act as the Scarlet Alliance Finance Officer; contributing to the effective financial management of the organisation and assisting the organisation to meet audit and incorporation requirements.

ORGANISATIONAL RELATIONSHIPS

This position is responsible to the Scarlet Alliance CEO.

RESPONSIBILITIES

All duties conducted are to be guided by the Scarlet Alliance objectives.

Using MYOB software, the role is responsible for the regular maintenance of the organisation's financial records and is expected to perform a range of bookkeeping tasks, including, but not limited to:

- Data entry of financial transactions.
- Fortnightly payroll processing of wages & leave requests & salary sacrifice arrangements.
- Accounts receivable & accounts payable.
- Monitoring & monthly reconciliation of cash at bank, cash in advance and cash on hand.
- Liaison with both internal & external parties with regard to financial matters.
- Timely preparation and generation of monthly and quarterly internal reports for management & executive.
- Regular review of financial information to ensure accuracy and strict compliance with reporting requirements.
- Preparation of monthly IAS and quarterly BAS & Superannuation reporting & remittance.
- Preparation of routine adjustments (prepayments, accruals, provisions, standing journals, etc.).
- Annual preparation of organisational & project records for financial statement and audit.
- Other financial administration duties as directed.

The Finance Officer will act on behalf of Scarlet Alliance, within the authority delegated to this role, in order to undertake financial administration duties and ensure work practices comply with the requirements of the relevant legislation, Australian Accounting Standards Bureau (AASB) accounting standards and WH&S policies and procedures.

TRAINING

The successful applicant will participate in orientation to the organisation and the work and will receive a handover from the current Finance Officer. Scarlet Alliance will provide opportunities for training and mentoring in Financial Administration throughout the period of employment. The successful applicant will gain skills and competencies used in financial administration.

KEY SELECTION CRITERIA (Qualifications, Experience, Skills and Abilities):

Essential

1. Sex work experience and demonstrated understanding of sex worker issues.
2. Demonstrated competent keyboard skills, including word processing, email and internet.
3. Organisational and time-management skills and the ability to work with minimal supervision.
4. Demonstrated ability to effectively plan work load.
5. Understanding of the general principles of bookkeeping and an interest in increasing skills in this area.
6. Display an attention to detail, and accuracy and hold a passion for mathematics and working with numbers.
7. Problem solving skills and a demonstrated ability to actively seek alternatives and possible resolutions to encountered problems.
8. Demonstrated understanding of work practices that protect confidential and organisational information.
9. Strong written and verbal communication skills and numeracy skills.
10. Experience with spreadsheets (including Excel) or willingness to learn these skills.

Desirable

1. Knowledge and experience using MYOB.
2. Experience with payroll systems.
3. Ability to work as part of a team.
4. Desire to work with sex workers and people living with HIV.

POSITION LOCATION

The position will be based at the Scarlet Alliance Sydney office, and may require interstate and international travel and work.

Some evening and weekend work may also be required.

SALARY & CONDITIONS OF APPOINTMENT

This is a permanent position subject to ongoing funding and organisational change.

Staff are employed by Scarlet Alliance under the Social, Community, Home Care and Disability Services Industry Award 2010. The position will be paid at the equivalent of pro-rata (0.4) of the MA SCHADS Award Level 5, Pay Point 1 (under the transitional wage schedule from NSW NAPSA SACS Award: \$69,337.84) per annum. Salary packaging is available for employees.

Note: This Position Description includes an attached copy of Scarlet Alliance's objectives.

MISSION STATEMENT

Through its objectives, policies and programs, Scarlet Alliance works to achieve equality, social, legal, political, cultural and economic justice for past and present sex workers in order for sex workers to be self-determining agents, building their own alliances and choosing where and how they live and work.

3. OBJECTS

The objects for which Scarlet Alliance is established are:

- (a) To promote the civil and human rights of past and present sex workers and to work toward ending all forms of discrimination against them;
- (b) To lobby for legal and administrative frameworks which do not discriminate against sex workers;
- (c) To challenge any government at any time when and where it implements legislation, regulations, rules, policies or law enforcement practices which are discriminatory and/or repressive to the rights and autonomy of sex workers;
- (d) To actively promote the right of all sex workers to work in whatever area of their chosen occupation, including street, brothel, escort, private and opportunistic work;
- (e) To actively work towards guaranteeing the right of all sex workers to optimum occupational health and safety provisions. This will promote conditions where safe sex and general health knowledge can be converted to safe work practices. Furthermore, challenge any legislation, policy or process which does not so promote the rights of the worker;
- (f) To strive to eradicate sex worker stereotypes and stigmatisation in the popular consciousness and to communicate the diversity of ideas, opinions and aspirations of past and present sex workers;
- (g) To liaise with international sex worker rights groups in the development of regional and international networks, programs and objectives;
- (h) To support sex workers and sex worker organisations to become more politically active;
- (i) To enhance the capacity of sex workers to participate in advancing their rights and build networks & organisations;
- (j) To gather and disseminate sex industry related information to members;
- (k) To play an active role in Australia's response to HIV/AIDS, including supporting peer education and harm reduction strategies for sex workers;
- (l) To provide training and education on issues relating to the Australian sex industry and the migration of sex workers into Australia; and
- (m) To present up to date information on sex work issues at national and international forums.

These objects are undertaken in order to advance sex worker rights.