

**Redfern Legal Centre
Job Description**

Finance Officer & Administrator

Accountability	CEO, Board
Supervisor	Chief Operations Officer
Last reviewed	March 2018

Preamble

Redfern Legal Centre promotes social justice through:

- providing free legal advice, legal services and education to disadvantaged people in New South Wales, and to groups who advocate for them
- participating in activities which reduce inequalities and defects in laws, the legal system, and administrative and social practices that impact on disadvantaged people.

Statement of Shared Philosophy and Values

To achieve its purpose, Redfern Legal Centre:

- is committed to reducing social inequities and systemic barriers to people enforcing their rights
- works with clients so they can assert their rights
- focuses on preventative measures
- seeks new and better ways of providing legal services to its clients
- is flexible in its service so that it remains responsive to changing community needs
- involves the community in its service operation and development
- strives to be non-discriminatory in its service delivery
- advocates for the public interest through issues which affect the wider community or significant sections of the community
- maintains its political independence
- uses its resources efficiently and effectively
- seeks excellence in its operation and accountability to its community and funders

Common staff responsibilities

Along with all other staff, the worker may be required to:

- (a) Supervise the front office, including the following
- supervision and training of volunteers
 - provision of general telephone advice
 - advice and assistance to Centre clients
 - assessment of client intake
 - review of files

- (b) undertake the carriage and conduct of the work of other staff during periods of leave
- (c) provide regular reports to Board and staff meetings
- (d) assist with the general day to day administration of the Centre as required
- (e) attend and participate in staff meetings, policy and staff days
- (f) assist in the preparation of submissions and reports to funding bodies, as required, including the maintenance of statistics
- (g) liaise and network with other professionals in the area
- (h) carry out such other duties as may be reasonably required by the management of Redfern Legal Centre

Specific position duties

The primary role of this position is the overall financial management of the organisation. The position will also coordinate the administrative functions of the organisation and compliance with the requirements of each of its programs, including: the general legal practice, Inner Sydney Tenants' Advice and Advocacy Service, Sydney Women's Domestic Violence Court Advocacy Service, the Health Justice Partnership at Royal Prince Alfred Hospital and the University of Sydney Post Graduate Representative Association (SUPRA) office.

1. Financial management

- 1.1 Preparation and review of annual budgets and cash flows for all funded projects and the overall organisation.
- 1.2 Provide advice and information to management on the budgetary impacts of proposed expenditure or income.
- 1.3 Purchase office supplies and equipment.
- 1.4 Ensure all financial obligations to funding bodies are met on a timely basis, including:
 - preparation of annual budgets
 - quarterly and yearly reports, as appropriate
- 1.5 Ensure accounts are paid in a timely manner and maintain all appropriate financial records, including general ledger; bank reconciliations; accounts payable and receivable and assets register.
- 1.6 Ensure financial accounts are audited on an annual basis.
- 1.7 Maintain all necessary insurances.
- 1.8 Ensure the charitable and tax exempt status of the organisation is maintained.
- 1.9 Supervise the work of the Administration Officer and casual data entry workers.

2. Legal Practice

- 2.1 In conjunction with the appointed trustee maintain trust account financial records.
- 2.2 Ensure trust account, files and trust statements comply with Law Society regulations.
- 2.3 Coordinate trust account audit (yearly as required by the Law Society) and assist trust account inspectors during the annual inspection of records.
- 2.4 Maintain financial records on legal costs received together with records of disbursements incurred on behalf of clients.

3. Personnel

- 3.1 Maintain in a confidential manner all employee related records.
- 3.2 Ensure personnel related payments are made, including: wages, fringe benefit payments, tax, superannuation and union fees.
- 3.3 Maintain financial records for staff including leave entitlements, pay rate movements, fringe benefits and ensure PAYG certificates are issued in a timely manner.
- 3.4 Participate in the negotiations for the RLC Enterprise Agreement by providing advice as to budgetary implications.
- 3.5 Implement the decisions of the Work Health and Safety committee.
- 3.6 On commencement provide staff with orientation information on the financial and administrative aspects of the organisation.

4. Governance

- 4.1 Coordination of Annual General Meeting of Directors of the Company.
- 4.2 Ensure the organisation meets all obligations of the Australian Charities and Not for Profit Commission and those related to the Charitable Collections Act.

5. Other duties

- 5.1 Monitor IT support needs and liaise with the IT consultant and assist the Chief Operations Officer to provide basic IT support to staff.
- 5.2 Responsibility for equipment and office security including the safekeeping of all keys, passwords and access to safe and equipment cupboard.

Review

This job description shall be subject to regular review. It shall not be varied without first being discussed with the worker. The worker may request of management and shall be granted a review of their job description at any time.