



## **MASG Finance Officer Position Description**

### **About the Mount Alexander Sustainability Group (MASG):**

MASG is a beacon for sustainability in the region. We lead and innovate in our operations by:

- Advocating and campaigning
- Demonstrating with our priority projects that change is possible
- Building knowledge by providing an information hub and education service
- Acting as a community catalyst and enabler
- Building strong alliances and working in partnership with like-minded bodies

We are a non-profit, membership based organisation with tax deductibility status. Our main resources are our members, staff and volunteers and their inestimable knowledge, experience and generosity in giving their time and expertise, networks and money.

Our priority focus is energy – renewable energy, clean energy and energy efficiency. MASG also supports broader sustainability activities in which members are interested, such as food production, transport and waste. Enabling activities and building community capacity is a part of this support.

MASG's commitment to community development and leadership is reflected in its non-hierarchical structure. Self-directing community-based interests groups and projects are linked and supported through a Coordinating Group (CoG) which any member may attend and be involved in decision-making. Projects and activities are initiated and developed through a Mobilising Committee. MASG staff participate actively in management through the Operations Committee. A small Committee of Management (CoM) is responsible for the accountability of MASG employment, funding and budget and strategy. All members and staff may attend all MASG meetings.

### **About this position**

The Finance officer is the bedrock of a sustainable MASG. Numerate and organised to the point of obsession the finance officer keeps track of incoming and outgoing dollars with a weather eye for budget bloopers and a hungry eye for savings.

We are seeking someone who understands how having finances in order contributes to the health of MASG and its ability to work for social change. The finance officer is familiar with the MASG budget knows how to keep clear accessible and accountable records and has a good ability to organise time and tasks.

The finance officer reports to the Committee of Management through the Operations Committee.

### Work Responsibilities

- Maintain the books for MASG:
  - Enter day to day accounts into MYOB
  - Raise and pay invoices, issue receipts
- Maintain the Petty cash system and receipts system
- Assist with the preparation of regular reports to the CoM and CoG
- Attend Operations Committee meetings

### Fun Responsibilities

- Working within a small non- profit that wants major profit for the planet
- Balancing the books!
- Being part of a culture of accountability within action

### The expected outcomes

- CoG and CoM have reliable and up-to-date information on MASG financial situation
- MASG passes its audit with flying colours
- Funders and partners respect the MASG system and give it more funding

### Skill set

- Knowledge and experience of book-keeping in a grant funded Not for Profit
- Numeracy and accuracy
- Good self- and subject- organisation

### Personal qualities

- Sound judgement and comfort in working autonomously
- A low stress “can do” attitude
- Proven high standards of probity and accountability

### Conditions of Appointment

**Please note that MASG has wage parity and a flat organisational structure where workers are expected to work collectively. A CoM member will be nominated as the key contact point for employment and to provide direction when needed to the employee.** Note also that working to bring about change can be stressful in a small town. If needed, confidential mentoring from outside MASG can be organised.

**Hours:** 8 hours per week

**Pay rate:** \$32.80 per hour, not including superannuation (9%) and work cover (4%) and sick leave. The pay rate is currently under review.

**Length of contract:** 12 months