



# THE BUTTERY

**ROLE TITLE: Financial Administrator**

**LOCATION: Binna Burra**

## About the role

As a Financial Administrator with us, you will get to join our small friendly finance team to assist with the day-to-day financial activities. We are looking for an all rounder with experience in areas such as accounts payable and receivable, payroll, and finance systems such as rostering and donation management. You will be providing back up support to the Finance team so they can enjoy their six weeks of annual leave too.

**Hours and location:** The role is 45 hours per fortnight. Your hours are flexible and generally Monday to Friday between 9.00am to 5.00pm. The days and hours you work may be negotiated to fit in with your lifestyle and commitments, for example you can work 20 hours one week and 25 hours the next week. This is a hybrid role with office space available at Binna Burra near Bangalow and options to work from home.

## About you: Selection Criteria

### Qualifications

1. Tertiary qualifications in accounting and/or substantial experience working in finance
2. Licences and checks: A current valid manual Driver's Licence, COVID vaccination, satisfactory current Criminal Record Check and Working with Children Check and a First Aid certificate are mandatory prior to commencement.

### Experience

3. Demonstrated experience of supporting a small finance team and completing a wide variety of tasks in book-keeping, payroll and general accounting.
4. Significant experience working with MYOB
5. Strong computer literacy in MS Office and experience with packages used in accounting and rostering and donation management.
6. Ability to exercise substantial responsibility in relation to small office administration.

## Why staff love working at The Buttery

- ✓ Flexible working solutions to support work-life balance.. Depending on the role, we support a hybrid work environment and staff work face-to-face, in offices or from home.
- ✓ Six paid annual leave weeks (pro rata) is provided to spend more time on holiday.
- ✓ Internal opportunities to transfer and work in other programs.
- ✓ Training and development opportunities.
- ✓ Access to external clinical supervision for direct service staff.
- ✓ 24/7 Employee Assistance Program includes access to an online wellbeing platform and financial and legal advice, free to staff and their immediate family.
- ✓ Salary sacrifice benefits allow a 6-12% increase in take home pay. Staff receive an ATO-approved incentive and can access 15,899 of tax-free salary to pay a mortgage, rent, loan, credit card or school fees.
- ✓ A \$2,650 meal and accommodation card.
- ✓ The ability to package computer, phone, or novated vehicle lease costs.

## Find out more:

For a position description, see <https://www.buttery.org.au/employment-opportunities>

For any other queries, please contact [recruitment@buttery.org.au](mailto:recruitment@buttery.org.au)

This role is remunerated with a rate from \$37-42ph depending on qualifications and experience. (For a 38 hour week, this is a package inc. super between \$81-92k with access to salary packaging to potentially increase your take home pay by another 5k). The role is funded to June 2023 with potential for extension.

**How to apply:** Please email your resume and cover letter addressing the selection criteria above to [recruitment@buttery.org.au](mailto:recruitment@buttery.org.au)

In your cover letter, please use each of the six selection criteria above as a heading and write a brief paragraph under each one addressing it. Unfortunately, applications that do not address the selection criteria may not be considered.

**Closing date:** 15<sup>th</sup> August We will be processing applications every few days so we encourage you to apply at your earliest convenience so you don't miss out!