SELECTION CRITERIA
Administrator/Financial Manager

This is a permanent part time (21 hours/week) position.

Essential:

1. Tertiary qualifications in accountancy.
2. Demonstrated financial management experience in dealing with multiple sources of funding.
3. Demonstrated highly developed conceptual, analytical and problem solving skills with experience in working positively with funding bodies, including negotiation skills.
4. Demonstrated evidence of being able to manage people (e.g. staff employment and supervision functions) in an empowering and supportive way, including a commitment to consultative decision making.
5. Demonstrated high level written and oral communication skills that support a cohesive and effective workplace.
6. Demonstrated project management skills.
7. Demonstrated commitment to social justice issues and an understanding of the philosophy of community legal centres.

JOB DESCRIPTION

Part Time – 21 Hours per week
Reviewed: May 2011

ROLE: The Administrator/Financial Manager has two main areas of responsibility. The overall financial management of the Centre and the responsibility for overseeing the organisational support functions of the Centre.

ACCOUNTABILITY: The Administrator is ultimately accountable to the Management Committee of the Illawarra Legal Centre. On a day to day basis the worker is accountable to the Principal Solicitor for legal work undertaken and the Centre Coordinator for work practices. With regards to Financial Management, the worker resources and advises the Financial Sub Committee. With regards to Centre Administration the worker supervises administrative staff and resources the Administration Sub Committee.
MANAGEMENT RESPONSIBILITIES:

1. Day to day responsibility of Administrative staff and work plans.

2. In conjunction with the Coordinator be responsible for the recruitment, orientation, training and supervision of administrative staff, including the Bookkeeper.

3. Participate as appropriate in staff grievances and disputes as per ILC policy and the Illawarra Legal Centre Enterprise Agreement 2009.

FINANCIAL MANAGEMENT:

4. Management of the finance function to ensure accuracy, compliance and to provide quality information to the Management Committee and Finance sub-committee and support to the Coordinator and senior staff with all financial matters
   
   a) Review general ledger reconciliation
   b) Budget entry into CLSIS
   c) Review bank reconciliation
   d) GST reconciliation
   e) Salary packaging reconciliation
   f) FBT preparation and lodgment
   g) All journal processing
   h) Month end and quarter end adjustments
   i) Provide quarterly reports
   j) Provide acquittal reports
   k) Setting up the Centre and Project/submission budgets
   l) Liaise with the auditor regarding audit preparation
   m) Calculate depreciation in Fixed Asset schedule
   n) Prepare annual statutory reports
   o) Liaise with funding bodies regarding financial matters
MANAGEMENT COMMITTEE ORGANISATION/CORPORATE STATUS:

5. In conjunction with the Coordinator, resource the Management Committee through the typing and sending of minutes, ensuring appropriate information is available, confirming a quorum prior to meetings.


7. Maintain the membership registry.

8. Assist in the holding of an Annual General Meeting.

9. Maintain awareness of the requirements of Fair Trading NSW in conjunction with the Centre's Public Officer.


STATISTICS:

11. Oversee the keeping of Centre statistics.

MAINTENANCE & PURCHASE OF EQUIPMENT:

12. Oversee the maintenance and purchasing of the Centre's capital equipment in order to keep the Centre in line with other organisations and reporting to the Financial Sub Committee.

GENERAL DUTIES:

16. Participate in the CLC NSW Administrator's network.

17. When appropriate undertake community legal education.

18. Attend and participate in Centre staff meetings.

19. Attend and participate in Centre Management Committee meetings on a monthly basis.

20. Participate in the staff roster for evening advice sessions (approx. once every three months).

21. Participate in other Centre activities as decided by Management (Eg planning days, policy meetings)

22. Undertake professional development activities as per the Centre's Staff Development Policy.

23. Undertake other tasks as delegated by Management.
INFORMATION FOR APPLICANTS

We hope this information sheet will give you a better understanding of the Illawarra Legal Centre's recruitment and selection procedures and assist you in submitting your application.

Applications: Illawarra Legal Centre does not use application forms. You should apply in writing for the position, addressing the Selection Criteria. A copy of the Selection Criteria is included as part of this information package. If you do not address the selection criteria, you may not be considered for the position. You must include a resume which sets out your personal details (name, address and contact details) and the name and contact details of two referees. Please mark your application “Confidential”.

Acknowledgement of Applications: Illawarra Legal Centre does not acknowledge receipt of applications unless requested to do so. If you would like an acknowledgement please make your request clearly visible (a note attached to the front page is helpful). There is no advantage in placing applications in folders or plastic sleeves and we ask you not to do this.

Further Enquiries: If you have further enquiries about the position please contact Amanda Smithers (Centre Coordinator) on (02) 4276 1939.

Copies of degrees, diplomas etc: It is not necessary to include these with your application. Successful applicants may be required to provide copies of academic qualifications when taking up an appointment.

Short Listing: The Employment Sub-Committee will make arrangements to interview short listed applicants. Letters will be sent to other applicants advising them their applications were not successful.

Interview: Local applicants will be interviewed in person. Interstate applicants will generally be interviewed by telephone. For telephone interviews a conference telephone is used so all members of the Employment Sub-Committee are able to converse with the applicant. Interview panels normally comprise three or four people. A list of the interview questions may be provided to interviewees 15-30 minutes before the interview. Where this is to occur you will be notified when arranging the interview time.

Final Selection: Successful applicants will be contacted by telephone and sent a written offer of appointment. Unsuccessful applicants will be notified and offered feedback.

Employment Contract: A package will be sent to the successful applicant. This will include a letter of appointment, two copies of their contract (one of which must be signed and returned to the Centre Coordinator on or before the first working day) and a copy of our Enterprise Agreement.

EEO: Illawarra Legal Centre is an equal opportunity employer and staff are expected to initiate and/or comply with current equal opportunity principles.
Smoke Free Environment: Illawarra Legal Centre maintains a smoke free working environment.

General Information: General information regarding the Illawarra Legal Centre may be found at the Centre’s website on www.illawarralegalcentre.org.au

**BRIEFING PAPER**

2011

The Illawarra Legal Centre (ILC) is a community legal centre providing free services to people in the Illawarra and surrounding areas. The Centre was established in 1985 and is part of a national network of over 150 Community Legal Centres. This paper provides information on the types of services offered and funding sources.

**MANAGEMENT**
The ILC is managed by a Management Committee comprised of staff members and representatives from the legal profession and local community.

**TYPES OF SERVICES OFFERED**
The ILC provides a number of services (described below) covering different areas of law. The Centre also offers a number of telephone advice sessions per week where community members can ring with questions on any area of law and speak with a caseworker who will either advise them directly or refer them to an appropriate source of information. The Centre has a Thursday night (held weekly) and a Friday afternoon roster (held fortnightly) staffed by local volunteer solicitors where community members can make an appointment to see a solicitor for face to face advice. Face to face appointments are offered to clients who require the use of an interpreter, have a disability or for any other reason are unable to make contact with the Centre via the telephone. We are wheelchair accessible.

Apart from casework the Centre has a strong focus on community legal education (CLE) and offers training seminars and workshops targeted to both workers and the general public.

The Centre also conducts law and policy reform work. The Centre has a strong tradition of research, consultation and submission writing in areas of policy and law which affect our client groups.

**SERVICES**

**General Law and Child Support**
The Centre’s Principal Solicitor is funded through the Commonwealth Community Legal Services Program to oversee the legal work of the Centre and provide a generalist casework service. Four Generalists Solicitors are employed to undertake work in civil law including a special emphasis on Child Support work (funded by the Commonwealth Child Support Scheme Legal Services Program) and credit and debt (funded by the Office of Fair Trading). Other areas include discrimination, victim’s compensation, unfair dismissal and domestic violence. The Generalist Solicitors also conduct CLE in a broad range of areas and are involved in policy and law reform work. In 2010 the Generalist Project began a partnership with the Wollongong Family Relationship Centre providing Family Law workshops tailored to
FRC clients. Telephone advice is offered Tuesday and Thursday 2.30pm to 4.30pm and Wednesday 10am to 12noon.

Welfare Rights
The Welfare Rights service is funded by the Commonwealth and administered by the Legal Aid NSW. The project employs a part time Welfare Rights Solicitor nine days a fortnight. Casework is undertaken in all Centrelink matters. Advocacy is conducted in matters relating to income support. The worker also conducts CLE sessions and undertakes policy and law reform work. Telephone advice is offered Tuesday 10.00am to 12 noon and Wednesday 2.30pm to 4.30pm.

Tenants’ Service
The Fair Trading NSW funds a Tenants Service. This employs one full time and five part time workers who conduct tenancy casework and assist clients in the Consumer, Trader and Tenancy Tribunal, as well as providing a telephone advice service. Tenancy workers provide CLE for both workers and tenants in tenancy law. They undertake policy and law reform work whilst actively participating in the state wide network of tenancy services. The Tenants Service covers the local government areas (LGAs) in the Illawarra, Wingecarribee, Eurobodalla, Shoalhaven and Bega Valley LGAs and has offices in Warrawong, Bega and Batemans Bay. Telephone advice is offered Mon, Tues, Fri 9am to 1pm, and Wed 9am to 5pm. Contact is also available via FREECALL and an answering machine takes messages 5 days per week 9am to 5pm.

Financial Counselling
The ILC receives funding from the Fair Trading NSW and Commonwealth Financial Counselling Program (Department of Family and Community Services) to employ a full time Financial Counsellor to assist and advocate for clients with credit and debt problems (eg bankruptcy, civil claims and credit act contracts). The Financial Counsellor provides telephone advice and undertakes law reform through financial counsellors various networks. Community legal education is provided in the area of credit and debt. Telephone advice is offered Monday 2pm to 4.30pm, Wednesday 9.30am to 1pm and 2pm to 3.30pm.

Children's Court Assistance Scheme
The Centre is funded through the Public Purpose Fund (Law Society) administered by Legal Aid NSW to run a Children’s Court Assistance Scheme at Port Kembla Court. The CCAS Coordinator is employed part time and works with seconded youth workers to provide court support for all young people and their families/support people in criminal matters at the court. The CCAS Coordinator may be contacted through the Centre.

Aboriginal Legal Access Program
The program is funded by the Public Purpose Fund (Law Society) and administered by Legal Aid NSW. It enables the ILC to employ an Aboriginal person to promote our services and assist in the provision of CLE to the local Aboriginal community and support Aboriginal people accessing our services.

Administration
The Centre employs a Centre Coordinator, Administrator/Financial Manager, Bookkeeper, Receptionist and Administrative Assistant. The Coordinator is responsible for the day to day running of the Centre and implementation of the decisions and policies of the Management Committee. The Administrator is
responsible for the financial management and administrative functions of the centre. The Bookkeeper is responsible for accounts payable, payroll, reconciliation, etc. The Receptionist and Administrative Assistant undertake initial client intake functions, statistical data entry and other administrative tasks.