



Financial Assistant

Position Description

POSITION:	Financial Assistant
REPORTING TO:	Unit Leader
DATE:	July 2010
TIME COMMITMENT:	Weekly - 2 hours

BACKGROUND

Guides South Australia is part of the world wide Movement of more than ten million Girl Guides and Girl Scouts operating in over 140 countries. This progressive, non-political voluntary organization helps girls and young women develop into confident, self-respecting and responsible community members by providing a values-based, flexible and dynamic, non-formal educational program.

The organisation embraces girls and women from a diverse range of backgrounds, cultures, socio-economic groups and geographical areas and provides a supportive environment within which they can extend their personal boundaries. Organizational leadership at all levels is provided by skilled, open-minded women.

DUTIES

- To be responsible for keeping accurate financial records, general bookkeeping and to present the financial records annually for audit.

KEY SELECTION CRITERIA

- Attention to detail.
- Ability to maintain accurate financial records.
- Proficient bookkeeping skills.
- Highly developed communication skills.
- Problem solving attitude and a commitment to generate workable solutions.
- Strong team player and a commitment to collaborative working approaches.
- Sound interpersonal and liaison skills.
- Demonstrated understanding of all administrative functions and equipment usage.