



Chief Executive Women

Position Description: Assistant, Finance and Operations

Role: Assistant, Finance and Operations
Reports to: Director, Finance and Operations
Direct Reports: N/A
Hours: P/T – 0.6 FTE
Salary range: \$65,000 - \$75,000 pro rata inclusive of superannuation

About Chief Executive Women

Chief Executive Women (CEW) is the pre-eminent organisation representing Australia's most senior women leaders from the corporate, public service, academic and not-for-profit sectors. Founded in 1985, CEW has 650 members whose shared vision is "women leaders enabling women leaders."

Through advocacy, targeted programs, and scholarships, CEW works to remove the barriers to women's progression and ensure equal opportunity for prosperity. CEW's programs are informed by research and led by CEW members.

For more information, visit cew.org.au.

About the role:

The purpose of the role is to ensure the smooth operation of CEW including financial, operational and HR assistance.

The Finance and Operations Assistant works closely with the Director, F&O to ensure CEW finances are managed in a highly professional way, with appropriate governance and oversight of all functions and accounts. In addition, the Assistant plays a key role ensuring the 'central services' required for CEW operations are in place and functioning to strongly support the team and their work.

The role requires a hands-on finance professional with the capability to provide more general support to the CEO and team.

The role is Sydney based and is expected to be in the office during core hours 2 days per week. Flexibility is otherwise available.



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Duties

- Management of CEW's day-to-day finances including the following:
 - Accounts (email) inbox management and actions
 - Accounts payable - collate supplier invoices and organise approval for payments
 - Accounts receivable - Raise sales invoices when required
 - Track and reconcile bank transactions
 - Follow up payments with clients, suppliers and partners as needed
 - Assist in debt collection.
- Manage membership renewals and payment process
- Assist with monthly reporting and forecasting
- Contract administration
- Assist with compliance matters with ACNC, ASIC, corporate governance, tax reporting and regulatory interface
- Assistance with partner and sponsor management using Salesforce, including contract administration
- Providing timely information to the Executive team
- State fundraising permits as required
- Work collaboratively with a small team to assist in the day-to-day operations of CEW and such other duties as may be assigned from time-to-time.

Experience and Skills

- 7+ years' experience in bookkeeping, accounts payable and receivable
- Good knowledge of accounting and procedures
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- High degree of expertise using accounting software (eg Xero and Calxa)
- Good knowledge of Salesforce an advantage
- Familiarity with HR systems including payroll
- Exceptional organisation and time-management skills, ability to meet tight deadlines
- Focus on high levels of client service,
- Experience working with confidential data and information
- Ability to manage competing priorities and manage internal and external stakeholder expectations
- Attention to detail, with an ability to spot numerical errors
- Certificate qualified in Finance or Accounting.

Qualified candidates of all backgrounds, with the right to live and work in Australia are encouraged to apply.
