

**YOUTH WITHOUT BORDERS STRIDE PERSONAL DEVELOPMENT WEEKEND FOR YOUTH
MIGRANT REFUGEE WOMEN OF COLOUR – FINANCE COORDINATOR VOLUNTEER
POSITION**

Position Title	Finance Officer
Location	Brisbane, Australia
Reports to	Project Coordinator Jenny Liu
Salary Range	Volunteer Role
Hours	Part-Time (on average of 5 hours per week) variable depending on proximity to project/deadlines.

BACKGROUND

Youth Without Borders is a youth led, youth run organisation that empowers youth to work together for the implementation of positive change in their communities.

Stride, a Youth Without Borders Project, is a personal development weekend to empower young women from refugee migrant backgrounds towards achieving their goals via connecting and learning from youth mentors who are established young women of colour within Australia.

The personal development weekend will be held over 2-3 days and involve a combination of:

- hands on interactive activities
- talks from motivational speakers
- discussion around career pathways
- discussions around the cultural context in modern Australia
- personal reflection and goal setting

KEY AREAS OF RESPONSIBILITY

As a finance officer you will work with the Project Coordinator to deliver the below:

- Develop the project budget
- Submit the project budget for approval by the Youth Without Borders (YWB) National Executive Committee (NEC) and any project partners
- Work with the YWB Treasurer to ensure compliance with YWB Finance policy. This will involve developing and training all project volunteers on systems that comply with the DOA structures in the policy.
- Collate, check and submit all reimbursements to the treasurer
- Work with the partnerships coordinator to develop a prospectus for potential sponsors.
- Work with the logistics coordinator to facilitate bookings that require monetary transactions.

- Document actual expenditures within our accounting systems
- Participate in the assessment and review of the overall program to develop recommendations for improvements.
- Other duties as assigned.

KEY RESULT AREAS

- Develop a budget that is within +/- 10% of actual expenditure
- Develop a post project report which detailing budget vs spending with commentary on the root causes of discrepancies and recommendations for next year
- Compliance with the YWB Financial Policy
- Timely reimbursements of any personal expenditures by volunteers
- Leave a legacy of clear documentation on how to conduct the role to pass onto the next generation of volunteers who will run the program

ORGANISATIONAL CULTURE AND TEAMWORK

- Demonstrate an active, dedicated commitment to the Youth Without Borders Mission
- Actively seek to understand, represent and support Youth Without Borders's vision and values and organizational position to all stakeholders, internally and externally.
- Actively contribute to a positive workplace culture in accordance with Youth Without Border's Code of Conduct, Policies & Procedures.

Link to YWB Mission, Vision, Values: <http://youthwithoutborders.com.au/who-we-are/>

SELECTION CRITERIA

1. Any experience in leaderships positions and/or volunteer
2. Demonstrated ability to implement and maintain efficient records management systems and in particular risk management
3. Excellent written and interpersonal skills with an ability to communicate instructions and think laterally to solve problems, coupled with an ability to work both autonomously (self starter) and as a productive member of the team.
4. Demonstrated highly effective time management skills, highly organised and ability to prioritise workload and ability to coordinate multiple projects / events and meet deadlines.
5. Must successfully undertake relevant police/working with children checks
6. Demonstrated understanding of the culture of the organization and belief in the mission, vision and objects.