



Finance & HR Coordinator Position Description

POSITION TITLE	Finance Coordinator	TERMS OF EMPLOYMENT	0.3 FTE Part-time, 12-month contract with potential options for additional hours in the future
REPORTS TO	General Manager	SALARY	\$45,000 - \$50,000 pro rata plus statutory superannuation 10.5%
WORK LOCATION	402 Swanston St, Melbourne VIC 3000	APPLICATION DETAILS	Cert IV in Bookkeeping or equivalent, 2 nd year Accounting Bachelors student, or comparable experience.
CLOSING DATE	Sunday 15 th October 11.59pm 2023		
NOTE	SYN are interested in candidates that have space to grow in the role. We encourage applicants to apply who may not fit all the Selection Criteria but are passionate about development. Successful applicants will be required to obtain a Working with Children Check.		

1. ABOUT SYN

SYN is a media organisation, run by a community of young people. We provide platforms and opportunities for young Australians to broadcast their views on issues and ideas that matter to them. Our aspiration is to empower young people through media making. We inform and empower young people by providing facilities, mentorship, support and training that allows them to gain access to various broadcasting opportunities and practical industry experience in all facets of the media, as detailed in the organisation's [2022-2023 Strategic Plan](#). SYN's staff support and develop the strength of our volunteer base who are the creators and owners of all content across our various platforms. All volunteers are under the age of 26. SYN's current operations include:

SYN Radio (90.7 FM and DAB+ digital)

SYN operates a full-time community broadcasting license and can be heard throughout Melbourne, Geelong and in parts of regional Victoria on FM and DAB+. Our broadcast additionally streams live from our website. SYN's radio content is as diverse as its volunteers and rotates its grid five times a year. SYN's Radio Department is run entirely by young volunteers. Content is by young people for young people. SYN's radio audience is approximately 70,000 listeners a week.

SYN Podcasts

SYN currently runs a yearly podcast incubator program, providing mentoring and training to young podcast producers to launch original ideas. All year round SYN provides the space, facilities, and platform for free for our volunteers to create, record and distribute original audio content online through all podcast search engines. SYN's content creators also redistribute many of their live radio programming as on demand podcasts.

SYN TV and Screen

SYN's TV and Screen Department is entirely run by young volunteers and currently produces a fortnightly community television program, with accompanying online video content on



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Instagram and YouTube. Up to 15,600 people watch SYN's award winning flagship TV production, 1700, that broadcasts on Channel 31 across Melbourne and Geelong.

SYN Online

SYN manages syn.org.au, an online platform for people under the age of 26 to exhibit, distribute and share their content. SYN Online features a live radio stream, podcasts, videos and written reviews.

SYN Media Learning & SYN Production Services

SYN Media Learning (SML) provides media education experiences for young people and those who work with young people. Media Learning is SYN's largest social enterprise, offering fee for service media training to young people in Melbourne through hands-on and remote radio and new media workshops. SYN works with more than 100 secondary schools and other groups to offer training through innovative peer-to-peer programs to approximately 4,000 young people per year. We also provide tailored educational program experiences, with various corporate organisations.

SYN Production Services is SYN's new social enterprise arm, producing primarily audio production for external clients and community groups, including pre and postproduction for podcasts, studio recordings, editing and on-site recordings. Our Production Service arm is still growing and will be a key focus of business development across the next year. All our social enterprise activities are delivered by SYN's young Educational Programs Trainers & Producers.

2. JOB SPECIFICATION

Primary Focus

The Finance Coordinator is responsible for day-to-day bookkeeping and administrative tasks. Including payroll, contract development, coordinating upskilling and performance paperwork, banking, and ensuring compliance with relevant statutory requirements and obligations.

Key Responsibilities

- Managing account payables/receivables
- Processing banking transactions and regular bank reconciliation
- Processing payroll, SGC and PAYG
- Coordinating SYN's Working With Children's Checks documentation with other team members
- Working with external accountant to ensure ATO obligations are met including IAS/BAS
- Working with the General Manager/Treasurer to complete EOFY processes
- Maintain reliable and accurate financial records
- Maintaining accurate asset register
- Filing and archiving of financial records
- Preparing journal entries
- Work with General Manager to complete half-yearly budget planning processes
- Organise and run quarterly financial reviews with Management Team and Treasurer



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Responsibilities shared with all SYN staff

- Adhere to SYN's values
- Maintain a high standard of work practices and ensure integrity, respect and confidentiality whilst carrying out core tasks
- Work cooperatively with staff and volunteers to achieve the organisation's objectives

SYN as an employer offers

- A culture of openness, that encourages you to ask questions, try new things and take risks - space to makes mistakes and learn
- Flexibility with ongoing personal appointments during work hours
- A professional development budget for each staff member
- Unlimited leave for COVID testing and vaccination appointments
- Unlimited paid professional development hours, we encourage staff to upskill and take opportunities that will further their career development, paying them to do so
- Flexible working from home and office policies
- A work laptop and modern office space based in Melbourne's CBD



3. PERSONAL ATTRIBUTES

You take initiative, look out for things people may miss and ask the questions to move the project forward. You are driven by timelines and objectives, can work unsupervised along with enjoy collaboration. You like seeing the bigger picture impact of your work and participating in strategic conversations.

4. KEY SELECTION CRITERIA

*Essential**

1. Experience operating Xero (or comparable accounting software)
2. Advanced level of understanding of bookkeeping/accounting
3. Experience in managing payroll
4. High level organisational skills and attention to detail
5. Self-motivation and the ability to work with minimal supervision
6. Well-developed excel skills
7. Emotional intelligence and tact when working on sensitive subjects

Desirable

- An understanding of the non-profit and/or social enterprise space
- Experience reporting to a board of governance

*Applicants who fill most, but not all, of the essential selection criteria are still encouraged to apply. SYN favours applicants who show capacity for growth and development within the role. If you are unsure if your skills and experience are applicable, please contact SYN's General Manager, Ruby Smith, at ruby.smith@syn.org.au

5. APPLICATION PROCESS

To apply, please provide the following information:

- A maximum one-page cover letter, detailing why you are interested in the position;
- A maximum two-page CV;

SYN is an Equal Opportunity Employer. People with disabilities, people from culturally and/or linguistically diverse backgrounds and Aboriginal and Torres Strait Islander people are encouraged to apply for this position.

Email all applications to SYN's General Manager, Ruby Smith, at ruby.smith@syn.org.au, with the subject line "Finance Coordinator Application Oct 2023". Applications close at 11:59pm on Sunday the 15th of October 2023.

All applicants will be contacted within one week of the application deadline and candidates who progress to the next round will be invited to a job interview.