

## Financial Service Manager

### Community Legal Centres NSW

You will manage a team of 3 bookkeepers to deliver excellent financial management and bookkeeping services to twelve community legal centres (our subscribers) on a fee-for-service basis. You will maintain subscriber relations and work to ensure the ongoing viability and effective operation of the service. Where possible, you will also support the community legal centres sector more generally by providing advice and training to centres. As part of the CLCNSW team you'll assist with the overall activities of the organisation, and part of a broader social justice movement that aims to increase access to justice for all.

Position Description available at the link below

Salary is \$99,726-\$102,741 per annum pro rata and salary packaging is available. CLCNSW's Enterprise Agreement provides generous conditions for employees.

#### SELECTION CRITERIA:

- Ability to effectively manage staff and facilitate good team dynamics.
- High-level organisational skills and a methodical approach to work, with a record of working proactively to identify and resolve problems.
- Record of professionalism in relevant environment/s, and skills that will be useful in managing subscribers and promoting the service.
- Experience in not-for-profit accounting, such as in job or project accounting, funding acquittals, preparing reports for not-for-profit boards/management committees etc.
- Experience in Xero, computer literacy in Microsoft Office and capacity to operate in a Mac environment
- Experience in payroll and capacity to manage and report salary packaging for eligible centres.
- Strong verbal and written communications skills.
- Commitment to working cooperatively and respectfully with all the communities that utilise community legal centre services, particularly Aboriginal and Torres Strait Islander peoples.

#### HOW TO APPLY

Applications addressing the selection criteria should be **sent via email to [officemanager@clcnsw.org.au](mailto:officemanager@clcnsw.org.au)** by the close date. Please submit your CV and response to the selection criteria.

**Closing Date: 25 January 5pm**

[CLICK HERE FOR THE  
POSITION DESCRIPTION](#)