



Volunteer Position Description

Position Title: MSA Department Experience - Finance Volunteer

Unit: Department

Reports to: MSA Finance Senior Officer

Direct Reports: N/A

Effective Date: Term 1: January
Term 2: February
Term 3: March – May
Term 4: July
Term 5: August – October
Term 6: December

Incumbent _____
Signature _____ **Date** _____

APPROVED BY SUPERVISOR _____
TITLE _____
SIGNATURE _____ **Date** _____

ORGANISATIONAL CONTEXT

Monash Student Association:

Located at the Clayton Campus of Monash University the MSA is made up of elected student representatives who represent all Clayton campus students on general issues such as quality of education, course costs and student welfare, as well as specific issues such as women's affairs and queer affairs.

Position Summary:

The Finance Volunteer will play a major role in the financial administration of the Association under the direction of the Senior Finance Officer, who reports directly to the Finance Manager. The key emphasis is placed on compliance, team work and financial support to 23 departments and 3 divisions within the Association. In conjunction with the Senior Finance Officer the position is responsible for monitoring and processing financial transactions within the Association. The Finance Volunteer is asked to be able to work as part of a team to ensure transactions are processed and reported punctually and accurately in accordance with the guidelines and the requirements of the MSA Constitution, audit requirements and the association's financial policies and procedures.

The volunteer is asked to report to the Senior Finance Officer. This position is located at the Association's offices at Clayton campus.

The Finance Volunteer can choose to complete the program on a full-time or part time basis, for up to 15 days (110 Hours). The volunteer is free to end the program at any time. If requested by the volunteer, the term can be shortened or extended according to each student's needs. The *MSA Learning Experience* is limited to one student intern per term.

At completion, the volunteer will receive a *Volunteer Certificate in Finance* and one reference letter from the MSA Senior Finance Officer.

As per the *MSA Volunteer Reward Program*, for each hour that the volunteer is required they will be rewarded with .5 Reward Points. No more than 120 Hours/60 Reward Points can be claimed per term. To claim Rewards Points, the volunteer must record points using the *MSA Volunteer Position Log* (Form is located on the MSA Website).

KEY RESULTS AREAS AND RESPONSIBILITIES

1. Operational

- As part of the Finance Team, the volunteer will be asked to complete financial duties as directed by the Senior Finance Officer in some or all of the following areas:
 - Shadowing the Finance Officer
 - Assisting both Finance Officers in day-to-day tasks
 - Payable duties
 - Assisting the Finance Officer in preparation and processing accounts payable transactions including cheque requisitions, purchase orders and journals in an efficient and timely manner.

- These include verification and processing of creditor invoices, reimbursements as well as issuing
- Cheque/EFT payment on a weekly basis.
- Receivable duties
- Assisting Finance Officer in daily receipting, reconciling and banking of all cash received from departments and divisions.
- Data entry and filing
- Maintain a safe work environment and standard of operation.
- Ensure a professional level of customer service is achieved at all times.
- Ensures that established sanitation and safety standards are maintained
- Provide support to the MSA Finance Department.
- Provide continual feedback on efficiency and performance.

2. Policy, Procedures, Quality and Systems

- Contribute to policy or procedural initiatives.
- Ensure that the MSA volunteer policies and procedures are strictly adhered to.

3. People Management Requirements

- Treats employees, customers and peers with honesty, fairness and respect.
- Demonstrates the values of Monash Student Association.
- Acts in a manner that is consistent with Monash Student Association's culture, values and strategic vision at all times.

4. OH&S Requirements

- Conducting your duties in a safe manner at all times, pursuing the avoidance of any injuries to yourself or others.
- Maintain a safe workplace in accordance with Monash University and Monash Student Association guidelines.
- Comply with all legislative OH&S requirements, including but not limited to, reporting all hazards immediately, reporting all incidents immediately, participating in OH&S training and ensuring all necessary licences, registrations and certificates pertaining to the role are in place.
- Correctly use Personal Protective Equipment (PPE) and other equipment when required.

KEY RESULTS AREAS

- Works well in a team environment, both within the immediate area of responsibility and that of the wider Monash Student Association.

KEY SELECTION CRITERIA

Essential

1. Current enrolment in an undergraduate degree at Monash University and enrolment in a degree qualification in accounting, business, commerce and/or equivalent.
2. High level of computer literacy, preferably with sound skills in Microsoft Office.
3. Proven ability in completing a varied and complex workload in a timely and effective manner while maintaining attention to details and accuracy.
4. Initiative in problem solving and recommending solutions to group goals.
5. Ability to deal efficiently and tactfully with sensitive and confidential matters.
6. Interpersonal skills, with demonstrated strong written and oral communication skills. Ability to develop and maintain constructive working relationships at all levels and across diverse groups.
7. Proficient communication skills at all levels.
8. Enthusiasm for working with and for students in the tertiary environment.

Desirable

1. Sound skills in a wide range of current business software Microsoft Dynamics AX 2.
2. An understanding of the principles of not-for-profit organisations.

OTHER JOB RELATED INFORMATION

From time to time there will be a requirement for the incumbent to work outside the normal span of hours at critical pressure periods, such as during the year-end, audit period and Orientation period at the commencement of academic semester one.

This position is a volunteer role. No remuneration is provided for work undertaken.