

Hart Field-Site Group Inc

Finance Officer position



INFORMATION SHEET

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Background

With some exciting projects on our program and an upcoming vacancy on the team, the Hart Field-Site Group Inc (Hart) is hiring.

We are looking for an organised and efficient individual to join us as our next Finance Officer.

Work will predominately be conducted remotely.

Full details can be found below, but first, a bit about us and what we do...

About Hart

Hart is a not-for-profit grower group with a proud forty-year+ history.

Each year, we conduct a large number of broadacre focused research projects (field trials) and extension-based activities (crop walks, seminars, workshops, publications etc).

Our core aim is to enhance the knowledge and skills of farmers by providing independent information to assist them in the adoption of sustainable, productive and profitable cropping practices and technologies.

This work is funded with investment from organisations like GRDC, SAGIT, SA Drought Hub and others. We also enjoy the generous support of industry who provide assistance through commercial sponsorship.



The Hart group is proudly managed by a board of volunteers – a deliberate mix of farmers and other professionals from across the ag industry – all with a passion for broadacre agriculture.



Just some of the Hart team (board and staff), February 2023.

The board currently employ three research staff – our Research & Extension Manager (full-time), Technical Officer (0.8 FTE) and Research Intern (full-time).

In addition, we employ an Executive Officer who manages a broad range of activities and behind the scenes responsibilities, and a Finance Officer who is responsible for the management of Hart finances.

Our research staff utilise rented office space in Clare and Hart own a 40 hectare field site at Hart (between Blyth and Brinkworth) on which our field trials are conducted.

The field site has infrastructure that accommodates a field lab and a newly renovated space for extension events and meetings.

Our new Finance Officer will have an eye for detail, enjoy variety and thrive on the challenge of meeting deadlines.

Effective communication skills, both written and verbal, a high level of personal organisation and confidentiality will be most important.

Accounting and / or bookkeeping experience is vital.

Within our small team, you'll find us to be passionate and driven across all aspects of agricultural research and extension. We have a friendly and positive work environment, working together to deliver successful outcomes to benefit the broader agricultural industry.

V A L U E S	<p>Independence</p> <p>Relevance</p> <p>Integrity</p> <p>Credibility</p> <p>Professionalism</p> <p>Value for money</p> <p>Generosity</p>	P U R P O S E	<p>To deliver value to our growers and make agriculture better (in productivity, sustainability & community)</p>	V I S I O N	<p>To be SA's premier cropping field site, providing independent information and skills to the agricultural community</p>
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FINANCE OFFICER POSITION

This role is a part-time, on-going contract designed to manage all financial tasks, from invoicing and data entry through to financial reporting, management and strategy.

You will be provided with hand-over training and support from the current Finance Officer, and you will receive ongoing support from the Executive Officer and extended Hart team.

Roles and responsibilities

Reporting to the Executive Officer, your tasks will include:

- Maintain accurate records
- Data entry & reconciliation
- Invoicing
- Payment of accounts
- Manage credit card payment facilities
- Payroll
- Budgeting; annual and scenario planning
- Provide support in relation to the management of Hart projects including costings and budgets, invoicing, expense tracking and final reconciliations
- Cash flow management
- Reporting - external
 - PAYG
 - BAS
 - Audit
 - Other returns as required
- Reporting – internal
 - Prepare & provide detailed financial reports to the board
 - Bring to the attention of the board any matters out of the ordinary or requiring review or attention
- Governance & compliance
 - Ensure correct signing authorities & processes are adhered to at all times
- Management of Hart insurances

Experience / Qualifications

- A thorough understanding of accounting principles.
- Demonstrated experience in financial management, reporting, budgeting and financial strategy.
- Proficiency in financial reporting relating to payroll, ATO and audit requirements.
- Good knowledge of the specific financial requirements applicable to not-for-profit organisations.
- A high level of confidence in the use of Microsoft Office and Xero accounting software.
- A basic understanding of and interest in broadacre agriculture will be beneficial.

Your personal strengths

- Attention to detail
- Organisation, time management and planning
- A demonstrated ability to prioritise tasks to meet deadlines
- Efficiency
- The capability to work alone and within a team
- Excellent written and verbal communication

Terms

- Approximately 15-20 hours / month
- Remote, with some face-to-face work required
- Work days and times will have some flexibility
- Access to required software will be provided, however the successful candidate must supply their own laptop and mobile phone (and internet connection when working remotely)
- Applicants with an ABN are preferred and will invoice Hart at regular, agreed intervals
 - Contract rate to be negotiated
 - Engagement as an employee is also an option

Start date

- September 2024 (exact date negotiable)
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How to apply

1. Familiarise yourself with the full contents of this Information Sheet.
2. Apply via email, providing the following:
 - Your current CV including the names of two work and one personal referee
 - A cover letter (1 page max) that addresses your experience, qualifications and personal strengths in relation to the requirements of this role, the reason(s) you've chosen to apply, and anything else you would like us to know.
 - Please use the email subject heading: 'APPLICATION; Finance Officer position'

Send to

Sandy Kimber | Executive Officer | Hart Field-Site Group | admin@hartfieldsite.org.au

Applications close

September 6, 2024 at 5pm

**The position may be filled before the closing date for the right applicant*

Further information and enquiries

Your questions are welcome - contact Hart's Executive Officer, Sandy Kimber, to find out more.

Mobile: 0427 423 154 | Email: admin@hartfieldsite.org.au