



## Our Community Project

As the Finance Coordinator for Our Community Project, Sri is responsible for overseeing, coordinating, and administering the financial records, systems, and processes of the organisation, including accounting, bookkeeping, payroll and benefits, record keeping, banking, insurance, and all related financial and office administration.

“I work with a range of internal and external customers, as well as supporting and giving advice to Our Community Project Director and Business Manager. I complete ATO Business Activity Statements monthly and quarterly returns. In addition, I prepare annual audit files and documents and liaise with Auditors as required.

I maintain the licensing of multiple MYOB accounts and oversee access to staff and others as required and assist with MYOB training and procedures. One of the most important tasks (to our staff) is delivering payroll fortnightly. I also set up new employees, oversee the pay rate increase of awards system we used in OCP and maintain associated files. Additionally, I ensure statutory responsibilities are met for Fringe Benefit Tax compliance and reporting as well as Superannuation payments.

Although I am always busy maintaining my tasks, I make sure I have time to keep in touch with all our wonderful staff and maintain good relationships with them.”