



Position Description: Finance & Operations Coordinator

Classification	SCHCADS Social and community services employee level 3 - pay point 3 with opportunities to progress.
Salary	\$80,265 p.a. Additionally, you are eligible to access NFP salary packaging of up to \$15,900 towards living expenses and \$2,650 towards meals and entertainment, reducing your taxable income and increasing your take-home pay by upwards of 13.12%. The equivalent maximum gross salary is \$88,994 p.a.
Superannuation	Employer contribution of 12%.
Working hours	Full time (38 hours pw). Part time (30.4 hours pw) will be considered for the right candidate
Basis of employment	12-month fixed term contract with the possibility of extension for a further 12 months.
Other benefits	Annual leave loading, wellbeing days, flexible ways of working, professional development and portable long service leave with the Victorian Portal Long Service Authority.
Location	The 60L Green Building, 60 Leicester Street, Carlton in Narm (Melbourne) on the traditional lands of the Wurundjeri Woi Wurrung and Bunurong peoples of the Kulin Nation and working from home.
Reports to	Cassandra Liu, Finance & Operations Lead.
Direct reports	Nil.
Applications close	Sunday 12 October 2025.
Contact for enquiries and applications	Email a cover letter addressed to Cassandra Liu and copy of your CV with the Subject Line: Finance & Operations Coordinator [your name] at: application@kitchengardenfoundation.org.au



Acknowledgement of Country and Commitment

The Stephanie Alexander Kitchen Garden Foundation acknowledges the Traditional Custodians of the lands and waterways on which we work, live and play. We pay our respects to all Aboriginal and Torres Strait Islander peoples, and Elders past, present and future.

Aboriginal and Torres Strait Islander Peoples across Australia have cared for Country for millennia and Australian children and young people have so much to learn from their ways of knowing, being and doing, with respect to growing, harvesting, preparing and sharing.

We commit to a continued cultural learning journey and partnering with Aboriginal and Torres Strait Islander organisations where it supports self-determined outcomes.

About the Stephanie Alexander Kitchen Garden Foundation

Our vision:

Healthy children and young people living in sustainable communities across Australia.

Our purpose:

We enable children and young people to form positive food habits for life.

Our role:

We support communities and educators across Australia to deliver pleasurable food education and kitchen garden programs for children and young people by providing inspiration, information, extensive resources, capability and professional development, a national community of practice, and ongoing support.

Pleasurable food education:

Pleasurable food education inspires children and young people to understand and connect with fresh, delicious food through fun, hands-on learning. This approach empowers children and young people to develop practical skills, an appreciation of seasonal produce, and a positive, confident and healthy relationship with food – for life.

Our approach:

Positive, preventative, impactful and community minded.



Our Community Projects

The Stephanie Alexander Kitchen Garden Foundation works alongside community partners to address local health priorities for children and young people. We develop and implement customised, place-based projects driven by fresh, seasonal, delicious food. We draw on over 20 years of deep expertise of delivering the Kitchen Garden Program to support our partners to achieve the changes they want to see in the places where children and young people spend their time.

Our strategic priorities:

- Support more Australian schools and early childhood services to deliver pleasurable food education and the Kitchen Garden Program.
- Work alongside communities to support children and young people through community place-based projects that address inequities.
- Grow a national kitchen garden movement.
- Build long-term sustainability of the Foundation.

Our Values



SUPPORTIVE

We are positive, engaged and helpful. We value and listen to each other, our partners and the broader community.



INCLUSIVE

We act with integrity, respect and understanding, leading with kindness and acceptance.



PASSIONATE

We love what we do and want to share it with others. We celebrate pleasurable food education, building on a proud history and working towards positive change.



COLLABORATIVE

We work together, drawing generously from our collective knowledge and expertise. We build strong and strategic partnerships, generating evidence and sharing learnings.



RESOURCEFUL

Like successful cooks and gardeners we use our resources wisely and creatively. We are adaptable and flexible, but intentional and purposeful.





Equal Opportunity, Diversity and Inclusion

The Stephanie Alexander Kitchen Garden Foundation is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The Foundation makes decisions on employment, promotion, and reward based on merit.

The Foundation is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, contractors, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Foundation's policies that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all Foundation policies.

The Foundation values diversity because we recognise that the differences in our people's age, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. We value diversity and inclusion and are committed to creating an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to realise our vision of healthy children and young people living in sustainable communities across Australia.

Position Summary

The Finance & Operations Coordinator works closely with and reports to the Finance & Operations Lead to support financial (bookkeeping) and records management; coordinates stock control, postage & shipping and office/IT equipment; event administration; provides general office management and support to staff; and acts as first point of contact both in person from the office and remotely.

Key Responsibilities and goals to achieve include but are not limited to

Culture and leadership

Responsibility	Frequency
• Demonstrate commitment to SAKGF's vision.	Always
• Uphold the Code of Conduct.	Always
• Display a positive, can-do, collaborative attitude to tasks and team activities.	Always
• Participate in meetings and events in a constructive, professional and enthusiastic manner.	Always
• Formulate and document processes as standard practice.	Always
• Commit to the continuous integrity, validity, currency and security of all information.	Always



Financial administration

Responsibility	Frequency
• Manage the accounts@ shared mailbox.	Daily
• Process supplier invoices.	Weekly
• Reconcile Xero and Salesforce invoices to ensure they match.	Monthly
• Ensure invoices and bills are coded to the correct account and project.	Monthly
• Support the Finance & Operations Lead in the preparation of financial reports and budgets.	Monthly
• Record all new assets and delete disposed assets in Salesforce.	Monthly
• Manage receivables ensuring that invoices greater than 3 months are reviewed and followed up.	Monthly
• Conduct a stock count.	Monthly
• Check all educational resources, merchandise and promotional materials upon receipt of delivery.	As required
• Enter new suppliers and customers in Xero.	As required
• Enter manual Salesforce income.	As required
• Issue invoices in Salesforce to customers excluding funders.	As required
• Process credits through Xero and Salesforce.	As required
• Liaise with staff to ensure bills are appropriately uploaded and recorded.	As required
• Assist with processing school grants payments.	As required
• Manage the petty cash card.	As required
• Record cash receipts and make bank deposits.	As required
• Maintain the Finance & Operations Process & Procedure Manual.	As required
• Actively suggest and implement continuous improvements for the finance systems.	As required
• Correctly archive physical financial records at the end of the financial year.	Annual
• Destroy and/or delete all financial records older than 7 years.	Annual

Office and resource administration

Responsibility	Frequency
• Manage the office landline telephone number by answering calls, respond and/or forward.	Daily
• Manage the info@ shared mailbox by reading emails, respond and/or forward.	Daily
• Pack and post shop orders and membership packages.	Weekly
• Maintain a safe, secure and fit for purpose workplace/environment; administer repairs and maintenance.	As required
• Ensure that people have the tools they need to support their work.	As required



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| • Assist with timely and efficient office administration support. | As required |
| • Maintain the Operations folder in SharePoint according to the PARA method. | As required |
| • Identify, improve and maintain operational information such as processes and procedures so that it remains useful to people. | As required |
| • Enter customer and supplier data accurately into Salesforce. | As required |
| • Events administration and support. | As required |
| • Postage and mail collection. | As required |
| • Process travel requests including flights, accommodation, car hire and Cabcharge. | As required |
| • Administer the archives and identify records to be retained and for secure disposal. | As required |
| • Tenant representative and liaise with rental provider. | As required |

Other

Responsibility

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|---|-------------|
| • Possibility of training to become a designated First Aid Officer. | As required |
| • Other duties as directed by the Finance & Operations Lead. | As required |

Frequency

Selection Criteria

Specialist expertise

- Experience with Xero and budgetly or equivalent systems.
- Technically proficient in Microsoft 365 and experience in the use of relevant systems including CRM (ideally Salesforce) and Adobe Acrobat Pro.

Knowledge and skills

- Highly developed interpersonal and collaborative skills with a proven ability to build relationships through mutual respect and understanding.
- Strong organisational skills, including an ability to work on multiple tasks, with competing priorities simultaneously and with minimal supervision.
- Outstanding attention to detail.
- Demonstrated strong written and verbal communication skills, including negotiation skills.
- Demonstrated positive OH&S practices.



Desirable

- Experience working with not-for-profit organisations.

Personal attributes

- Purpose alignment – a commitment to the Foundation's vision and purpose is demonstrated.
- Values alignment – is committed to the Foundation's values.
- Ethical – has integrity and principles; reflects expected standards of behaviour.
- Exhibits – passion for fresh, seasonal, delicious food and commitment to the aims of pleasurable food education.

Prerequisites

Relevancy is in business administration or financial management or equivalent experience.

- Three-year degree; or
- Associate diploma with relevant experience; or
- Relevant certificate with relevant experience, or experience attained through previous appointments, services and/or study of an equivalent level of expertise and/or experience to undertake the range of activities required.

Essential Safety Screening Requirements

- National Police Check.
- Current Victorian Working with Children Check (Employee).
- Current Victorian Drivers Licence.
- Right to work in Australia.

Additional requirements

- The Coordinator is expected to work 3 days a week in the office including at least 1 day with the Finance & Operations Lead, the days to be negotiated and agreed with the Lead. The Coordinator can choose where to work the other 2 days.

Employment information

- This role is covered by the [Social, Community, Home Care and Disability Services Industry Award 2010](#) (SCHCADS), a Fair Work Commission consolidated modern award which incorporates all amendments up to and including 1 October 2025.
- Social and community services employee level 3 - pay point 3 with opportunities to progress.



- This is not an exhaustive list of responsibilities or skills. This document is to be used as a guide only and incumbents may be required to complete tasks outside of this Position Description.

Key Performance Indicators

Key Performance Indicators (KPIs) are specific measures that demonstrate that outcomes in each key activity have been achieved. KPIs will be negotiated with the individual employee and reviewed regularly and annually as part of the performance management cycle.

Job Complexity, Skills, Knowledge

Characteristics of a level 3.3 role:

- Works under general direction in the application of procedures, methods and guidelines which are well established.
- General features of this level involve solving problems of limited difficulty using knowledge, judgment and work organisational skills acquired through qualifications and/or previous work experience.
- Assistance is available from senior employees.
- Employees may receive instruction on the broader aspects of the work.
- Allows employees scope for exercising initiative in the application of established work procedures and may require the employee to establish goals/objectives and outcomes for their own work program or project.
- Employees will be responsible for managing and planning their own work.

Responsibilities

To contribute to the operational objectives of the workplace, a level 3.3 is expected to perform some of the following:

- Undertake responsibility for various activities in a specialised area.
- Exercise responsibility for a function within the organisation.
- Allow the scope for exercising initiative in the application of established work procedures.
- Assist in a range of functions and/or contribute to interpretation of matters for which there are no clearly established practices and procedures although such activity would not be the sole responsibility of such an employee within the workplace.
- Provide secretarial and/or administrative support requiring a high degree of judgment, initiative, confidentiality and sensitivity in the performance of work.



- Assist with or provide a range of records management services, however the responsibility for the records management service would not rest with the employee.
- Allow the scope for exercising initiative in the application of established work procedures.
- Aid senior employees.

Requirements of the position

Some or all the following are needed to perform the work of a level 3.3.

Skills, knowledge, experience

- Thorough knowledge of work activities performed within the workplace.
- Sound knowledge of procedural/operational methods of the workplace.
- May utilise limited professional or specialised knowledge.
- Working knowledge of statutory requirements relevant to the workplace.
- Ability to apply computing concepts.

Organisational relationships

- Works under general supervision except where this level of supervision is not required by the nature of the responsibilities being undertaken.
- Operate as member of a team.

Extent of authority

- Receive instructions on the broader aspects of the work.
- Freedom to act within defined established practices.
- Problems can usually be solved by reference to procedures, documented methods and instructions.
- Assistance is available when problems occur.



Organisational Requirements and Commitments

Child Safety & Safety of Vulnerable People

The Foundation is a Child Safe Organisation, committed to the safety and wellbeing of children, young people, people with disability, and other vulnerable people. We have zero tolerance of abuse and neglect of all vulnerable people. The Foundation is committed to providing a safe environment in which children and vulnerable people are protected from violence, abuse and neglect. All employees must:

- Always Comply with the Child Safe Standards.
- Maintain a safe environment in which children and vulnerable people are always safe.
- Actively prevent, and immediately report to the Foundation, any violence, abuse or neglect of any child or vulnerable person.

Workplace Health & Safety

The Foundation has zero tolerance for compromised worker safety. We endeavour to provide a working environment that is safe for all employees and people who use our services. As an employer, the Foundation adheres to Occupational Health & Safety regulations. All employees must:

- Comply with all Foundation policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of their own health and safety, and the health and safety of their colleagues, service users, and others who may be affected by the employee's acts or omissions in the workplace.
- Immediately report to the Foundation any perceived or actual hazards or incidents.
- Not perform tasks where you do not feel safe or trained.

In addition, you have the right to switch off digital tools (including means of communication for work purposes) outside your working time without facing consequences for not replying to e-mails, phone calls or text messages.

Code of Conduct and Operational Accountability

The Foundation is committed to operating efficiently and ethically and remaining operationally and financially sustainable. All employees must:

- Operate within the requirements of the Foundation's accreditations, registrations, policies and procedures, Code of Conduct, and regulatory guidelines.



Other Information

The Stephanie Alexander Kitchen Garden Foundation

The Stephanie Alexander Kitchen Garden Foundation provides the inspiration, information, professional development and support for educators to deliver pleasurable food education to children and young people in Australia.

Pleasurable food education is a fun, hands-on approach to teaching children and young people about fresh, seasonal, delicious food so they form positive food habits for life.

Delivered through a kitchen garden program, pleasurable food education has an array of health, wellbeing, education and community benefits.

Stephanie Alexander AO, one of Australia's most recognised cooks, food educators and authors, established the Kitchen Garden Foundation in 2004, following the success of the first kitchen garden program piloted in 2001. The motivation for this work came from Stephanie's awareness of the growing childhood obesity problem in Australia.

The Stephanie Alexander Kitchen Garden Foundation supports early childhood services, primary schools and secondary schools across Australia, and our community is growing.

As an independent, not-for-profit organisation, we work in partnership with VicHealth, corporate, community and philanthropic organisations, and individuals, to continue our work.

Strategy 2023 - 2028

Read about our [Strategy 2023 - 2028](#).

Governance

The Stephanie Alexander Kitchen Garden Foundation is governed by a [board of management](#) and led by our CEO Rob Rees.