

Financial Literacy Educator/Trainer

Melbourne, Victoria

Company Profile

Matrix on Board Pty Ltd was established in 1997 and is a for-profit consultancy company that supports non-profit organisations by providing financial management and capacity building services. Our mission is to assist non-profit Boards of Management and staff to achieve their service goals by providing high quality business information to decision makers.

Our team works alongside people at all levels in organisations to support them to learn, adopt and implement best practice financial and administrative systems and processes. We engage in long-term relationships with our clients so we can build efficiencies, accountability, sustainability, organisational capacity and importantly, trust.

Services

Our services include strategic and business planning, financial systems assessments, bookkeeping and financial reporting, risk assessment, policy and procedure documentation, MYOB diagnostic, training for Boards and senior management in financial management and governance and organisational reviews and evaluations.

Matrix on Board currently has offices in Sydney, Melbourne, Darwin, Alice Springs, Broome and Cairns.

Our Philosophy

We value:

- Collaboration – promoting a style of consultancy that moves away from ‘call in the experts’ toward a role that is supportive and resourcing, working with the client’s expertise and experiences.
- Valuing the work of our staff and their commitment to our clients.
- Building respect, honesty and trust in our relationships.
- Flexibility within the work do and availability.
- Reliability - doing what we say we’ll do when we say we’ll do it.
- Generosity - sharing our ideas and resources.
- Enthusiasm for what we do and with whom we do it.

Position Summary

The Financial Literacy Educator/Trainer is responsible for the delivery of training and education sessions to non-profit organisations that engage Matrix on Board’s services. Areas of training will include financial literacy and the business of running a non-profit such as administration and governance.

Conditions of Employment

Conditions of employment will be negotiated with the successful applicant. The salary range for the position is \$60,000 to \$70,000 per annum + 9% superannuation. This is full-time position is based in Melbourne. Matrix has a 38 hour working week, the office hours are Monday to Friday 8.30am to 5pm.

Applicants are required to undertake a National Criminal History Record Check (NCHRC). Matrix on Board will reimburse the successful applicant the fee paid for the NCHRC.

Position Description

Position Title	Financial Literacy Educator/Trainer
Position type and location	Full-time (38 hours per week), Melbourne
Salary Range	\$60,000 to \$70,000 + 9% superannuation
Reporting and Working Relationships	<ul style="list-style-type: none"> This position reports to the General Manager (Victoria) This position has no direct reports
Special work requirements	<ul style="list-style-type: none"> Ability to travel to frequently

Key Result Area	High satisfaction from training participants is an essential result area.
Key Tasks	<ul style="list-style-type: none"> Organise and deliver accredited and non-accredited training and education to specified services Adhere to administrative and assessor tasks in line with RTO regulations Provide mentoring and coaching support to training and education participants Successfully establish and manage client and stakeholder relationships Conduct evaluation and analysis of all completed training Produce high quality reports for relevant stakeholders and partners Conceptualise, develop and deliver financial literacy education projects to non-profit clients that engage Matrix's services In consultation with the General Manager (Vic) develop proposals to secure new work for the Company Follow and respect the values and protocols embedded in Indigenous culture Participate in supervision, team meetings and project planning days Participate in continuous improvement strategies Adhere to all policies, practices and procedures of Matrix including Occupational Health and Safety
Key Performance Indicators	<p>Client Manager KPIs</p> <ul style="list-style-type: none"> Training participant satisfaction Financial Literacy education services are delivered on time, within budget and to a high standard Utilise appropriate interpersonal styles and methods in delivering Matrix services towards accomplishing project objectives <p>Companywide KPIs</p> <ul style="list-style-type: none"> Seek feedback and act on it to improve performance Contribute to a positive and professional team spirit which is aligned with Matrix values Flexibility and the ability to work effectively under pressure
Skills and Experience Required (selection criteria)	<ul style="list-style-type: none"> Relevant professional qualifications in adult education or teaching Certificate IV in Training and Assessment (desirable) Demonstrated high level training and facilitation skills and the capacity to develop, implement and evaluate adult training programs Solid understanding of financial literacy, money management work including budgeting, savings, planning, loans, etc Advanced communication and interpersonal skills Demonstrated relationship management skills

	<ul style="list-style-type: none">• Demonstrated capacity and commitment to work effectively within the social, political and cultural environments of Indigenous Australian communities and organisations• Demonstrated ability to communicate sensitively and effectively with Indigenous Australians and community members.• Experience working in regional and remote settings• Excellent analytical and problem solving skills• Demonstrated ability to work as an effective member of a team• Ability to work independently with minimal supervision• Unrestricted drivers licence and flexibility to travel as required
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