



	SCOUTS WA - POSITION STATEMENT
POSITION NUMBER:	SS-TECH-0004
POSITION DESCRIPTION:	Branch Advisor – Xero
DEPARTMENT:	Support Directorate
TENURE:	3 Years
IMMEDIATE SUPERVISOR:	Branch Commissioner – Technology
FIRST LEVEL SUPERVISION:	Team Members (as required)
LIAISES WITH:	Head Office Staff (Finance) Branch Commissioner – Technology Branch Advisor – ScoutMap Branch Advisor – Technology District Commissioners Group Leaders and Treasurers
COMMITTEES:	
The Purpose of the Scout Movement is to contribute to the education of young people in achieving their full physical, intellectual, emotional, social and spiritual potentials as individuals, as responsible citizens and as members of their local, national and international communities. Scouts WA is a child safe organisation with zero-tolerance for any harm, abuse or neglect. Scouts WA values the diversity of our members, including gender, sexuality, race, religion and ability. Scouting focuses on youth members fully engaging with the program by supporting and managing those in adult and youth leadership roles.	
ROLE OBJECTIVE	
The Branch Advisor – Xero provides operational support and specialist advice for Scouts WA's financial systems, with a primary focus on Xero. The role ensures that financial systems are used consistently, accurately, and effectively across Scouts WA to support transparency, compliance, and sound financial management. This position focuses on simplifying financial processes, supporting volunteer treasurers, and ensuring that financial administration does not become a barrier to delivering the Scouting program.	
ROLE RESPONSIBILITIES	
Leadership and Management • Support and guide volunteer treasurers and system users across Scouts WA • Lead small support or project teams where required • Coordinate communication, updates, and improvements related to financial systems • Identify capability gaps and support succession planning in finance roles Operational Implementation • Support delivery of the Branch Technology Strategy in relation to financial systems • Promote consistent financial processes and use of Xero • Assist with implementing system improvements and updates • Support compliance with financial policies, procedures, and relevant legislation • Work closely with Finance team to align systems with reporting requirements Participation, Contribution and Advisory Involvement • Advise the Branch Commissioner – Technology on system performance and user needs • Work with Finance and other Technology Advisors to ensure system integration	



- Engage with Groups and Districts to support practical system use
- Contribute ideas to improve financial workflows and reporting
- Promote best practice financial management across Scouts WA

FUNCTIONS AND DUTIES

System Support and Guidance

- Provide frontline support to treasurers using Xero
- Assist with setup, access, and user permissions
- Support common tasks (invoicing, payments, reconciliations, reporting)
- Help resolve issues and escalate where required

Financial Process Improvement

- Simplify and standardise financial workflows across Groups and Districts
- Reduce duplication and manual processes
- Promote consistent chart of accounts and reporting structures
- Support alignment between financial processes and ScoutMap where relevant

Training and Capability Building

- Develop simple guides and training materials for treasurers
- Deliver or support training sessions and onboarding
- Build confidence in using financial systems
- Support new treasurers transitioning into their roles

Governance and Compliance

- Promote accurate and timely financial record keeping
- Support adherence to Scouts WA financial policies and audit requirements
- Assist with appropriate system access and financial controls
- Ensure good financial data practices across the organisation

Reporting and Insights

- Support generation of financial reports for Groups, Districts, and Branch
- Help improve visibility of financial performance and trends
- Assist leaders in understanding and using financial data for decision-making

AUTHORISATIONS AND DELEGATIONS

- Provide advice and guidance on financial system use across Scouts WA
- Recommend improvements to financial systems and processes
- Liaise with Finance staff and system providers regarding issues and enhancements
- Exercise financial authority in accordance with the organisation's approved Financial Delegations Standard.

PERSONAL ATTRIBUTES

Attitude

- Committed to the Vision, Aim, and Principles of Scouting
- Trustworthy, reliable, and detail-oriented
- Service-focused and supportive of volunteers
- Practical and solutions-oriented

Skills

- Strong attention to detail and accuracy
- Ability to explain financial processes in simple terms
- Good communication and support skills
- Problem-solving and system-thinking capability

Knowledge



- Understanding of basic financial principles and bookkeeping
- Familiarity with Xero or similar accounting systems
- Awareness of Scouts WA financial processes and governance

QUALIFICATIONS AND SKILLS

Mandatory

- Certificate of Proficiency (Program Support Leader or equivalent)
- Commitment to attain Wood Badge within 12 months
- Competence in Microsoft 365 tools

Desirable

- Experience using Xero or similar accounting software
- Experience as a Treasurer or in financial administration
- Understanding of financial reporting and compliance requirements
- Experience supporting or training others

EXPERIENCES

- Experience in financial management, bookkeeping, or administration
- Experience supporting volunteers or teams
- Experience improving processes or systems
- Experience within Scouts WA or similar organisations

REQUIRED MEETINGS

- Technology Team Meetings
- Support Services Meetings (as required)
- Finance-related meetings (as required)
- District and Group meetings (as required)
- Training sessions and workshops

KEY PERFORMANCE INDICATORS

- Accuracy and consistency of financial data across Xero
- Treasurer confidence and capability in using the system
- Reduction in financial errors or compliance issues
- Timeliness of reporting and reconciliations
- Adoption of standardised financial processes
- User satisfaction with financial systems and support

ACCEPTANCE OF ROLE

I have read and discussed the Branch Advisor – Xero Position Description and accept the appointment.