

Mission: Concern Australia works in partnership with young people and children, creating opportunities for them to enjoy full and meaningful lives.

Vision: An Australia where young people and children have HOPE for a successful and positive life.

Values: Faith ♦ Integrity ♦ Respect ♦ Belonging.

POSITION TITLE:	Finance Officer
AWARD CLASSIFICATION:	Band/Level: 4.1 MA0000100 0.6 – 0.8 FTE plus super and salary packaging (pro-rata) Salary up to \$70,000 p.a. (Maternity Leave Fill)
DEPARTMENT:	Business Operations Unit
DATE APPROVED:	6 th January, 2020
APPROVED BY	CEO

Concern Australia is a dynamic not-for-profit Christian organisation which finds its roots in the work of Rev Dr John Smith who also founded the God's Squad Christian Motorcycle Club in the 1970s.

Today we work with young people and children 5-21 years, creating opportunities for them to enjoy full and meaningful lives. Late 2016 we launched 2020VISION, our new Strategic Plan and we are working to realise 4 shared goals to be

PEOPLE-CENTRED ♦ LEADER ♦ PARTNER ♦ STEWARD

Our work focusses on the innovation, development and delivery of responses in the areas of Education; Housing & Homelessness; and Justice. Each year we connect 30,000 vulnerable young people across Australia through the following activities:

Education

- Values for Life – seminars within primary and secondary schools to 25,000 students, parents and teachers across Australia.
- LiveWires – an after school care and holiday programs for 80 school aged children and support to 40 families living in the Collingwood housing estate.
- Hand Brake Turn – pre vocational automotive training to 80 trainees per year

Housing & Homelessness

- InsideOut – the provision of Out-Of-Home-Care in partnership with the Victorian Government's Department of Health and Human Services through the Enhanced Lead Tenant Program offered to young people living in 17 properties across metropolitan Melbourne.
- STEPS Outreach Service – support to over 500 homeless young people from the steps of Flinders Street station.

Justice

- Chaplaincy and support services for young people at the Malmsbury Youth Justice Centre.

ORGANISATIONAL RELATIONSHIPS

REPORTS TO:	General Manager – Business Operations
SUPERVISES:	-
INTERNAL LIAISONS:	Executive, Program Managers, Staff, Volunteers
EXTERNAL LIAISONS:	Creditors, Debtors, Donors, Funders, Government Departments (E.g. DHHS, DoE)

POSITION OBJECTIVES

- Meet finance administration requirements and support the financial achievement of Concern Australia's operational and strategic goals
- Provide transactional and financial management services to the organisation
- Support the General Manager – Business Operations

KEY RESPONSIBILITY AND DUTIES

- Process payroll and offer support as required in accounts payable and accounts receivable
- Oversee the financial administration for Concern Australia entities including but not limited to BAS/IAS, balance sheet reconciliations, superannuation, work cover, fringe benefits, staff entitlements
- Development of program budgets
- End of month reports including performance to budget and key expenditure tracking (by program area)
- Treasury management including cash flow projections
- Management of Targeted Care Packages, DHHS Revenue and Grants
- Acquittal reports and reconciliations
- Prepare and process general journals
- Identify and provide recommendations on cost efficiencies, process improvement opportunities and financial procedures and practices as required
- Annual ATO and ACNC reporting obligations
- Annual Fundraising reports
- Ensure all tasks are completed in line with compliance, regulatory authorities and Concern Australia policies
- Management of insurance policies across the organisation
- Ensure effective, efficient and accurate financial operations are maintained
- Duties beyond the scope of this position description may present from time to time

INTERPERSONAL SKILLS

- Demonstrated ability to maintain confidentiality
- Strong focus on working with all staff to ensure all finance policies are adhered to
- Ability to prepare and analyse financial data for reports and correspondence as required
- Flexibility to adjust and adapt to changing work demands and routines whilst meeting commitments and timelines

QUALIFICATIONS AND EXPERIENCE

- Completion of a degree or diploma in an accounting discipline with experience in a similar role
- Excellent numerical and analytical skills with demonstrated experience in producing high quality content for various mediums
- Highly competent in excel and accounting applications
- Demonstrated time management and organizational skills
- Focus on attention to detail and accurate recording of information

- Demonstrated understanding and commitment to the not for profit and community sector including DGR status
- Experience with DHHS funding and reporting is highly desirable

KEY SELECTION CRITERIA

1. Qualifications and/or experience in accounting/finance
2. Demonstrated experience in end of month financial reporting and analysis
3. Working knowledge of accounting applications and high level skills in excel
4. Experience in the NFP sector and working with government and philanthropic partners (E.g. DHHS)
5. Experience in acquittal reporting
6. Demonstrated commitment in line with Concern Australia's Values

CHILD SAFETY COMMITMENT

Concern Australia is committed to providing child safe and protected environments in all its activities and programs and has a zero tolerance approach to child abuse or exploitations. Contact and working with children is a crucial responsibility. Children have the right to be safe and protected. All employees are required to have a valid working with Children Check and a National Police Check.