

Business Operations – Accounts Officer

Concern Australia works in partnership with young people and their families to create positive opportunities and hopeful futures. Our programs provide education, employment, housing, youth justice and homelessness services. We focus on innovative and empowering pathways which build on young people's talents and resilience and support them to reach their goals.

Primary Job Purpose

The Accounts Officer enables Concern Australia to deliver sustainable and financially viable programs by providing administrative and accounting support to the Finance Officers.

As a representative of the organisation, this role also:

- models Concern Australia's OHS & child safe values and behaviours and holds others accountable to the same standard and
- upholds Concern Australia's relationship and reputation with clients, external stakeholders, and the broader community by conducting themselves in alignment with our values of faith, integrity, respect and belonging.

Responsibilities

Administrative support – as directed by the General Manager – Business Operations and the Finance Officers including but not limited to:

- Accounts payable/receivable
- Debt collection
- Other financial administration support.

Duties beyond the scope of this position description but in line with an incumbent's skills, competencies, and training, may be present from time to time. Reasonable requests for such duties to be discussed and agreed with the manager and executed accordingly.

This role may require occasional manual handling, driving, walking, and standing.

Qualifications/Experience

- Completion of a certificate or other higher qualification in accounting or finance.
- Experience in:
 - an accounting or finance role,
 - the not-for-profit and community sector, or a demonstrated commitment to understanding and learning the sector,
 - working with government and philanthropic partners, or a demonstrated commitment to building this experience.
- Highly desirable but not essential: experience with government funding and reporting.

Skills

- Highly developed interpersonal rapport and relationship building to ensure a collaborative approach to complying with finance policies and procedures.
- Reliability and discretion with confidential matters.
- Excellent numerical and analytical skills with demonstrable experience in converting data into high quality reports for various audiences/mediums.
- Demonstrable ability to prepare and analyse financial data for reports and correspondence.
- Advanced working knowledge of Excel and accounting systems.
- Strong administration skills; organised, thorough, systems-oriented person with experience in creating processes and procedures.
- Well organised but able to be flexible and manage competing priorities and deadlines.
- Attention to detail.

Business Operations – Accounts Officer

Security checks, licences, and other requirements

- Satisfactory National Police Check and where applicable, International Police Check.
- Current Working with Children Check.
- Desired but not essential: Current Victorian drivers' licence.

Reports to

General Manager – Business Operations

Supervises

N/A

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 critical responsibility. Children have the right to be safe and protected. All employees are required to have a valid Working with Children Check, National Police Check and International Police Check (International Police Check where applicable).

Employee Name: _____

Signed: _____ Date: _____