BERRY STREET We're for Childhood SINCE 1877	**Position Title:** Finance Officer	**Team:** Corporate Services		**Region:** Central
	Supervisor: Financial Accountant	**Delegations and Authorities:** In Line with Delegations Policy	**Band:** A	**Date Completed:** 29th May 2019

ORGANISATIONAL INFORMATION

OUR VISION AND PURPOSE

We believe children, young people and families should be safe, thriving and hopeful.

Our Vision for 2022: Together we will courageously change lives and reimagine service systems.

For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.

Berry Street will continue to be a strong and independent voice for the children, young people and families with whom we work. In collaboration with others, we will advocate for investment in early intervention and prevention services that enable families to be safe and stay together. We will use approaches that are culturally safe and informed by the best evidence available. We will measure and learn from the impact of our work, and we will continually contemporise our models of practice.

We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.

OUR VALUES

Berry Street expects all staff to apply these Values in all aspects of their work.

Courage: to never give up, maintain hope and advocate for a 'fair go'

Integrity: to be true to our word

Respect: to acknowledge each person's culture, traditions, identity, rights, needs and aspirations

Accountability: to constantly look at how we can improve, using knowledge and experience of what works, and ensure that all our resources and assets are used in the best possible way

Working Together: to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills

ROLE CONTEXT

This position sits within the Finance Team and is responsible for providing financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations.

PRIMARY OBJECTIVES OF THE ROLE

The primary objective of this role is to:

- Undertake Accounts Payable and Accounts Receivable duties.
- Perform Bank and General Ledger Reconciliations

REPORTING RELATIONSHIPS

This role is based at our Central Office. It is part of the broader Corporate Services Team which also includes Fleet, Property, Purchasing, Facilities, IT and Admin.

This role reports to the Financial Accountant who will provide supervision and review.

This role has zero direct reports and works in conjunction with other team members.

EXPECTATIONS

- Conduct oneself in accordance with the Berry Street Code of Conduct which is underpinned by the values of accountability, courage, integrity, respect and working together within the principles of continuous improvement and occupational health and safety.
- Berry Street is committed to the principles of social justice. We aim to ensure every individual is treated with dignity and respect regardless of their cultural background, ability, ethnicity, gender identity, sexual orientation, spirituality or religion.
- Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.
- Berry Street is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We are committed to the cultural safety of Aboriginal and Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who identify with a sexual and or gender minority identity.

KEY SELECTION CRITERIA: KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO FULFIL THE ROLE

- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practising and promoting self-care strategies.
- Attention to detail with strong analytical and sound mathematical skills.
- Intermediate to advanced knowledge in Microsoft Excel, Word and computer-based accounting systems.
- Ability to work without day to day supervision and to organise workload to meet time deadlines.
- Self-motivated with the ability to use initiative to develop logical systems.
- Ability to work as a team member and to be flexible if work requirements demand a change in routine.
- A friendly and courteous manner.
- Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.

QUALIFICATIONS AND OTHER REQUIREMENTS	DESIRABLE
• Tertiary Degree in Business, Accounting or Commerce • Minimum 2 years accounting experience • Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.	• Previous use of Microsoft Dynamins Great Plains or similar ERP system is considered an advantage

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Direct Service Delivery	• Accounts Payable and Receivable functions. • Reallocation of expenditure from clearing accounts. • Entry of direct debits and direct credits for all Berry Street bank accounts. • Bank and General Ledger Reconciliations. • Prepare and analyse monthly rent schedule. • Prepare banking as required. • Prepare month end reports. • Liaise with Berry Street's bankers in the administration of bank accounts. This includes opening and closing bank accounts, along with ATM, credit and debit cards. • Responsible for the set up and maintenance of the Berry Street "Corporate Card System" and relevant interface in conjunction with the Procurement Manager. Review the coding of credit card expenditure prior to posting into the General Ledger. Follow up on uncoded credit card transactions. • Participate in internal and external audits as directed. • Identify any potential issues in accounts and advise the Financial Accountant.
Administration	• Provide back up support for other Corporate Services functions as required. • Participate in relevant Berry Street meetings. • Other duties as directed.
Other	• Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.

CONDITIONS OF EMPLOYMENT

1. This position is for 76 hours per fortnight. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the Berry Street Victoria Enterprise Agreement. This is a fixed term position until 31 December 2019.

2. You will initially be employed at our Richmond Office. You may be required to work from other Berry Street sites (on a temporary or permanent basis) as directed from time to time.

3. Terms and conditions of employment are in accordance with the *Berry Street Victoria 2014-2017 Agreement*, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to $15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.

4. The remuneration for this position is SCHADS Level 4 PP4 $70,286.34 gross per annum (full time equivalent), under the *Berry Street Victoria 2014-2017 Agreement*. value of the salary can be increased through salary packaging.

5. Agency vehicles are available for authorised use and these should be used at all times for work-related purposes, in accordance with the Berry Street Motor Vehicle Policy. However, if you are authorised to use your own vehicle for work-related purposes, you will be paid an allowance per kilometre, which includes provision for comprehensive insurance and other running costs. Berry Street is unable to insure private vehicles owned by staff and will not accept any liability for damage to any staff vehicles incurred while being used for work-related purposes.

6. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.

7. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-employment health declaration, a criminal records check and proof of identify and qualifications.

8. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.

9. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However, failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.

10. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Occasional
	Work office hours with the possibility of extended hours.	Occasional
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey.	Daily
	Sit at a computer or in meetings for extended periods.	Daily
	Work in an environment with competing demands.	Daily
	Present at court and other jurisdictions.	Occasional
People Contact	Liaise with government, non-government and community organisations.	Regular
	Work with clients who may have a physical or sensory disability.	Occasional
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Occasional
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Occasional
	Undertake training and professional development activities.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily
Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Occasional
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional