

	Position Title: Finance Officer	Team: Corporate Services		Region: Central
	Supervisor: Financial Accountant	Delegations and Authorities: In Line with Delegations Policy	Band: A	Date Completed: August 2019

ORGANISATIONAL INFORMATION

OUR VISION AND PURPOSE	ROLE CONTEXT
<p>We believe children, young people and families should be safe, thriving and hopeful.</p> <p>Our Vision for 2022: Together we will courageously change lives and reimagine service systems.</p> <p>For over 140 years, Berry Street has adapted to a changing world, and we will continue to adapt to achieve our purpose.</p> <p>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.</p> <p>We look forward to working with children, young people, families, carers, staff and partners to achieve this vision. Together.</p>	<p>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.</p>
<p>OUR VALUES</p> <p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: to never give up, maintain hope and advocate for a ‘fair go’</p> <p>Integrity: to be true to our word</p> <p>Respect: to acknowledge each person’s culture, traditions, identity, rights, needs and aspirations</p> <p>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</p> <p>Working Together: to work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills</p>	<p>PRIMARY OBJECTIVES OF THE ROLE</p> <p>The primary objective of this role is to:</p> <ul style="list-style-type: none"> • Undertake Accounts Payable and Accounts Receivable duties. • Perform Bank and General Ledger Reconciliations
	<p>REPORTING RELATIONSHIPS</p> <p>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.</p> <p>This role reports to the Financial Accountant who will provide supervision and review. This role has no direct reports and works in conjunction with other team members.</p>

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

- 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.

DESIRABLE

- Previous use of Microsoft Dynamics Great Plains or similar ERP system is considered an advantage

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Direct Service Delivery	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Provide back up support for other Corporate Services functions as required.• Participate in relevant Berry Street meetings.• Other duties as directed.
Other	<ul style="list-style-type: none">• 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.

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