

POSITION DESCRIPTION

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| Position | Regional Finance Officer x2 |
| Reports to | Corporate Finance Manager |
| Direct Reports | NA |
| Status | Full time |
| Location | Based at Werribee/ Dandenong |

BACKGROUND

The Victorian Aboriginal Child Care Agency (VACCA) is the largest organization of its kind in Australia. VACCA is an Aboriginal community-controlled organization that supports and advocates for the Aboriginal community. Our strength lies with our people. Our team is committed to the organisation's vision and values; advocates for our children and other vulnerable community members; and shows respect for, observance and compliance with Aboriginal cultural protocols, practice and ceremony. Our Aboriginality is what distinguishes us from mainstream services and what enables us to deliver the positive outcomes we achieve for our people.

VACCA employs over 600 staff and delivers more than 70 programs across the state. VACCA's experience and expertise in the delivery of therapeutic interventions are underpinned by culture, connection, and healing. VACCA designs, develops and delivers programs with self-determination and an understanding that the intergenerational trauma experienced by our community requires intergenerational and community healing.

Central to VACCA's work is the importance of connection to family, community and culture as essential to Aboriginal children's safety, stability and ensuring that they have an ongoing sense of belonging. As Victoria's largest Aboriginal child welfare agency, VACCA will play a key role in the process of transitioning the care and case management of Aboriginal children from government and non-Aboriginal organisations to Aboriginal community-controlled organisations following the recent decision of the Victorian Government.

VACCA is implementing cultural therapeutic ways which is an agency wide framework that underpins our work with the community, our clients and staff.

OUR VISION

Aboriginal self-determination - Live, Experience and Be.

OUR PURPOSE

Supporting culturally strong, safe and thriving Aboriginal communities.

PROGRAM AREA

The Regional Finance Officer is to be based within the regional office, to provide support to the regional management and staff on all regional financial matters, in conjunction with the Finance area within Corporate Services.

POSITION SUMMARY

Reporting to the Corporate Finance Manager, Regional Finance Officer will provide high quality, professional and efficient financial, accounting, funding and general administrative support to the Regional Office and to Corporate Services of VACCA, that contributes to the effective and efficient functioning of the organisation and provide a quality service to all stakeholders.

KEY RELATIONSHIPS

Internal: VACCA Regional and Corporate Staff, including Corporate Services Managers and Regional Managers

External: External Suppliers, External Agencies, External Auditors

KEY SELECTION CRITERIA

- Demonstrated understanding of, and commitment to, the values that underpin VACCA' vision and purpose and the capacity to take a leadership role in championing these internally and externally
- Demonstrated awareness and appreciation of Aboriginal societies and cultures, and commitment to continually build knowledge of such, along with a high level of awareness of the key issues which impact upon Aboriginal communities
- Experience in accounts and finance in a medium size entity
- Demonstrated ability to communicate in a clear, culturally appropriate and respectful way with a range of stakeholders including staff, Government and agency partners and clients
- A sound understanding of internal control procedures pertaining to financial systems.
- Good computer skills including Internet, email, word processing and the use of Excel
- Capacity to produce high quality work with efficiency, accuracy and high level of professional client services.
- Ability to prioritise tasks and work to deadlines, providing high quality support and maintain the integrity of all financial systems.
- Ability to work cooperatively within a team or independently as required.
- Ability to meet team goals, be enthusiastic, energetic and self-motivated, with a flexible and adaptable attitude
- Display high levels of judgment and capacity to provide creative, innovative and practical recommendations to non-complex financial problems and client service issues.
- Excellent time management skills, ability to resolve problems, take direction as advised
- Demonstrate a high standard of ethical behaviour.

QUALIFICATION

- Tertiary qualifications in Accounting or Business or a related discipline and/or substantial experience in the related field is desirable

REQUIREMENTS

- You must have and continue to hold a full Victorian Driver's Licence and a current employment working with children check card.

POSITION ACCOUNTABILITIES

ASSIST THE FINANCE MANAGER TO:

- Prepare annual financial program budgets
- Manage the programs within the budgets by providing timely and accurate reports
- Assist in the implementation and maintenance of system controls and procedures to ensure smooth operation of the finance function

FUNDING

- Manage accounting of government and non-govt funding grants for the region
- Maintain and reconcile funding registers
- Analysis of regional funding
- Acquittal of government and non-government regional funding

ACCOUNTS

- Analyse and process month end and year end journal entries
- Assist in the maintenance and reconciliation of general ledger
- Assist in the preparation and analysis of monthly financial statements
- Assist with other accounting and finance projects

ACCOUNTS PAYABLE

- Process and analyse accounts payable entries, following all control and accounting procedures
- Provide support, guidance and advice to VACCA staff and suppliers on accounts payable matters
- Ensure VACCA's financial transactions are accurately recorded in accordance with the relevant legislation and Accounting Standards

ACCOUNTS RECEIVABLE

- Issue invoices to regional debtors, following all control and accounting procedures
- Follow up outstanding invoices with debtors
- Generate necessary reports required to perform monthly reconciliations such as Accounts Receivable Ageing Report & Account Receivable General Ledger Trial Balance, reconciliation of individual debtor's account to ensure the accuracy of the outstanding balance.

PROGRAM DEBIT CARDS

- Full responsibility for maintenance, reconciliation and financial management of program Debit Cards, including extensive liaison with program staff, in accordance with existing Debit Card policy.
- Bank reconciliation of debit card bank accounts

PROGRAM SUPPORT

- Provide ongoing advice and direction to managers and other staff in functional areas
- Provide support to finance staff, and other regional staff

PROFESSIONALISM

- Prioritises work, demonstrates an understanding of organisational, team, individual and stakeholder priorities, and ensures key requirements are met
- Adheres to professional boundaries and supports others to understand and apply standards of practice which are aligned to organisational values and VACCA's Code of Conduct
- Applies judgment and discretion to all duties

TEAMWORK AND COMMUNICATION

- High level of written and oral communication skills, in relation to finance and accounting concerns
- Participates and supports effective working relationships within the Finance team in a culturally respectful way
- Demonstrates self-awareness and self-management in communications, problem solving and conflict resolution within a cultural context
- Encourages and communicates clear, culturally appropriate, respectful and consistent messages to all staff, to clients and Finance staff
- Assist in the continuation of VACCA's vision and strategic directions with regard to Finance

Any other duties and projects that are reasonably expected and belong within the scope of this position.

GENERAL

- Liaise extensively with relevant Corporate Services staff to ensure open communication on all issues.
- Assist in implementation of new procedures to ensure compliance with VACCA policies
- Actively participate and contribute to audits, team meetings and training
- Other administrative duties as required

HEALTH, SAFETY & WELLBEING

- Regular travel is not required for this role
- Ensure compliance with the OH&S Act and VACCA policies.
- Contribute positively and proactively to team and organisation wide OH&S activities.

QUALITY & CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation's audit, contract and registration obligations.
- Proactively apply your specialist knowledge in the review and maintenance of internal policies, systems and processes.
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach.

OTHER

- Generate general and specific communication to stakeholders via effective and timely use of Staff Bulletin, intranet, forums and other opportunities as they arise.
- Participate proactively in team project initiatives
- Support other team members in periods of high demand and during periods of absence.
- Participate in project groups and attend events such as employment expos from time to time
- Undertake other duties as directed

ADDITIONAL INFORMATION

We are committed to Aboriginal self-determination and supporting strong, safe, thriving Aboriginal communities and aim to ensure every individual is treated with dignity, honouring all cultural backgrounds, abilities, ethnicities, sexual orientations, gender identities and spiritual beliefs.

VACCA is a child-safe organisation and is committed to ensuring the safety and wellbeing of children and young people with zero tolerance for child abuse. All successful applicants will be required to undertake a National Police Record Check and Working with Children Check prior to commencement of employment and periodically following commencement.

VACCA is an equal opportunity employer and has a smoke-free workplace policy.