

9 April 2024

Dear Applicant,

Finance Manager

Thank you for your interest in the above position with Junction Support Services. Enclosed, please find the Position Description and Reference Check documents that you will require in order to apply for this role.

The Position Description is an important document with regards to your application as it outlines the key objectives and responsibilities of the role, as well as the conditions of employment. This will help you to identify the skills and attributes Junction Support Services is seeking for this role.

The Position Description also contains information regarding how to apply, and a list of selection criteria. It is very important that you address each of the selection criteria points in your application to demonstrate your suitability for the role you are applying for.

For further information regarding your application, the position or the organisation, please do not hesitate to contact People & Culture Administration Officer, Anna Woodland on 02 6043 7400.

Yours sincerely,

Anna Woodland

Anna Woodland
People & Culture Administration Officer
Junction Support Services

Position Description

| | |
|-------------------------------|---|
| Document Control | |
| Program: | Finance and Administration |
| Position Title: | <i>Finance Manager</i> |
| Version No#: | 02 |
| Probationary Period: | 6 Months from commencement date |
| Location: | Wodonga |
| Award: | Award free – Individual Contract of Employment, the terms and conditions of which are in line with JSS’ Enterprise Agreement 2017 |
| Classification: | Negotiated based on qualifications and experience – Range \$90,000 to \$115,000 |
| Hours of Work: | Monday to Friday between 8:30am – 5:30pm, hours negotiable |
| Tenure: | Permanent - Ongoing |
| Reports To: | Chief Financial Officer |
| Prepared By: | Chief Financial Officer |
| Date Approved/Updated: | 3 April 2024 |

Junction Support Services (JSS) is committed to social change and has been working to reduce poverty and homelessness in communities in North East Victoria since 1989.

The organisation is a not for profit community service organisation providing support to children, young people, single adults and families who are disadvantaged through poverty, homelessness, family violence, mental ill health, and drug and alcohol addiction.

Our Values

Everything we do is underpinned by our core values:

- Inclusion & Diversity
- Integrity
- Innovation
- Collaboration
- Respect

Our values are embedded in our organisation and form the basis of our strategic and business planning, recruitment processes, training and leadership development.

Wodonga
 155 Melbourne Road
 PO Box 1490
 Wodonga, Victoria, 3690

Wangaratta
 9 Ely Street
 PO Box 377
 Wangaratta, Victoria, 3677

Shepparton
 43A Wyndham Street
 Shepparton, Victoria, 3630

Morwell
 Level 1
 15 Hazlewood Road
 Morwell, Victoria, 3840

(02) 6043 7400

reception@junction.org.au

We provide trusted human services to our clients by promoting our values to achieve our goals. We ensure our staff treat people as individuals and promote and encourage decision making and community involvement across our service areas.

Our employees proudly provide quality services to our clients in a flexible, honest, fair and confidential manner.

Finance and Administration Team:

The Finance and Administration team (the team) provides JSS with fiscal and administrative support services. By understanding our business and the needs of our stakeholders, the team delivers responsive, innovative and practical solutions and services as well as ensure we comply with all relevant financial laws and regulations.

The team assists Junction Support Services Service and Program Managers achieve and monitor their operational targets and strategic goals. This in turn will allow staff to better support our current and future clients and the community.

This team is critical in managing all finance and commercial requirements for the organisation to ensure the business goals are delivered and reported upon to the highest professional standard; enabling management to make sound business decisions.

Position Statement:

The Finance Manager is responsible for applying accounting principles and procedures to maintain and prepare accurate and timely financial records, reports and statements, and ensure appropriate accounting control procedures. This position will assist the Chief Financial Officer to make sound business decisions by providing reliable financial information. This position will also manage and oversee the Accountant, Payroll and Accounts Payable Officer and the Finance and Administration Officers within the team.

Organisational Accountabilities:

The Finance Manager will...

1. Allocate to and manage the completion of tasks in the Finance and Administration Team.
2. Ensure that all periodical accounting responsibilities, statements, and reports are completed in an accurate and timely manner, in line with organisational requirements and relevant government authorities.
3. Provide support to the functions of the Finance team in relation to fleet, information technology and payroll.

Key Responsibilities:

- In conjunction with the Accountant, attend to the accurate and timely compilation and submission of monthly financial statements to the Chief Financial Officer for review and distribution to the Committee of Management, CEO and Service Managers.
- Prepare accurate quotes for placements of clients within our residential facilities.
- Review of Business Activity Statements on a monthly basis, as per Australian Taxation Office requirements. Review of all other statutory submissions (superannuation, PAYG etc.), as per the applicable legislation.
- In conjunction with the Accountant, prepare accurate budgets for the following financial year for each program area and perform a half yearly review to ensure the budgets remain relevant.
- Prepare draft Financial Statements, including reconciliations, as required by our external auditor, in a timely and accurate manner at the end of financial year.
- Minimise accounting discrepancies and irregularities through quality practice, and resolve any issues as they arise.
- Prepare periodic reports as requested by the Management team.
- Periodically perform an internal audit of transactions, both via the bank and on credit card to ensure expenditure is made within the guidelines of the organisation.
- Assist to identify any process improvements or cost efficiencies that could be made.
- Provide information, interpretations, recommendations and support to the Chief Financial Officer, as and when requested.
- Other duties as directed, commensurate with the scope and classification of the position.

Supervision/Performance Development:

The Finance Manager is supervised by the Chief Financial Officer. At Junction Support Services, the development and maintenance of skilled and supported workers is considered to be an integral part of service delivery and workforce management. Staff are required to;

- Actively participate in annual performance development reviews through Junction Support Services approved system, as per Junctions Staff Supervision Policy.
- Participate in own professional development and training as identified through supervision.

Role Competencies:

Ability to:

- Manage and oversee the Finance and Administration team.
- Complete work accurately, exercising attention to detail.
- Organise and record financial information using coherent systems and practices.
- Analyse and communicate financial information.
- Problem solve financial discrepancies or issues.
- Apply relevant legislation and regulations.
- Conduct oneself in an ethical manner.

Knowledge Areas:

- Knowledge of financial systems, concepts, practices and procedures.
- Knowledge of own responsibilities with regard to working safely within the Victorian OH&S legislation, regulations and guidelines.
- Understanding of the factors contributing to the development and maintenance of a positive, dynamic and supportive organisational culture.

Selection Criteria:

1. Bachelor degree in Business, Commerce, Finance or Accounting.
2. CPA/CA membership.
3. 5+ years experience working in a similar Accounting role.
4. Experience managing a high performing team.
5. Demonstrated experience in performing the roles and requirements listed under Key Responsibilities.
6. High level organisational skills and the ability to balance multiple priorities and conflicting deadlines.
7. High level of Information Technology skills, including accounting and payroll software.

Benefits of Working for Junction Support Services:

- 5 weeks annual leave per annum, with 17.5% leave loading on 4 of the 5 weeks.
- Annual wage increases in accordance with Fair Work Australia wage decisions or CPI.
- Generous salary sacrificing available with a wide range of options.
- Mutually agreed flexible work arrangements.
- 50 hours or \$500 per annum (pro rata; whichever occurs first) to contribute to relevant non-mandatory training and professional development costs.
- Access to Junctions Employee Assistance Program.
- The potential to take leave without pay and unpaid career break.
- Ability to take all accrued personal leave days as carer's leave.
- 4 weeks paid maternity leave or 1 week paid paternity leave.
- Reimbursement for HEP A/B and flu vaccinations.
- A supportive environment that includes comprehensive induction; and
- Agency vehicles for all work related travel.

Conditions of Employment:

This position is permanent, based in Wodonga, between the hours of Monday to Friday, 9:00am to 5:00pm. The role may require some work to be undertaken outside of normal working hours, which will be accrued as Time in Lieu. There is no paid overtime.

The terms and conditions of employment are in accordance with Junction Support Services' Enterprise Agreement (2017).

A maximum of seven (7) hours time in lieu applies at any one time and is to be taken within one month of its accrual. No more than four (4) weeks annual leave is to be accrued without CEO's approval.

Employer superannuation contributions will be paid to Superannuation Fund of choice, in accordance with the Superannuation Guarantee Charge Act.

Organisational vehicles are to be used at all times for work related purposes in accordance with the organisation's Motor Vehicle Policy. For this reason, it is a requirement that all employees hold a current driver's licence at all times whilst employed with the organisation.

Application Process:

Junction Support Services does not bind itself to make any appointment whatsoever from applications received.

Applications must include:

- a covering letter;
- statements addressing each of the selection criteria points (found above);
- resume/CV detailing employment history and experience;
- a completed Reference Checks form (within this employment pack) providing the names and contact numbers of three professional referees (include current employer/supervisor) who can provide comment on work performance.

Applications must be received by **10.00am, Tuesday 23 of April 2024** and emailed to;

recruitment@junction.org.au

Alternatively, sent to:

Anna Woodland
People and Culture Administration Officer
Junction Support Services
PO Box 1490
Wodonga VIC 3689

For further information regarding details about the position, please contact Chief Financial Officer, Rebecca Harris on (02) 6043 7400 or 0483 217 289.

Applicants invited to attend an interview must bring to the interview their original certificate as proof of qualification.

Declaration of Current and Ongoing Capacity:
(To be completed by successful applicant only)

I have read and understood this Position Description and in signing this document agree that I am capable of fulfilling all of the requirements of the position as described both in writing in this document, along with any verbal explanations in terms of:

- a) The knowledge, skills and attitudes required; and
- b) My physical and psychological capacity to undertake the work.

I understand and accept that I must also comply with JSS' policies and procedures.

Additionally, I agree to notify Junction Support Services of **any change** in my capacity to meet the requirements as outlined in this Position Description, including any changes in the status of my driver's licence and/or my ability to meet legislative requirements such as the Working With Children Check and police check.

Signed:

Witnessed:

Date:

Reference Checks

I, <name>....., consent to any reference checks that may be necessary to support this application.

Please give the names and telephone numbers and of three professional referees whom we can approach for references. These people will need to be able to adequately comment on the specifics of your work performance. It is a mandatory requirement that you obtain a referee from a current supervisor or direct manager, and therefore no personal referees should be supplied. Please note the third referee is required to ensure our recruitment process remains efficient and therefore, they may not be contacted.

Referees

1. Name: Phone Number:
 Organisation:
 Relationship to applicant:
(eg, supervisor, manager, lecturer)

2. Name: Phone Number:
 Organisation:
 Relationship to applicant:

3. Name: Phone Number:
 Organisation:
 Relationship to applicant:

I confirm the above referees have consented to act as a referee on my behalf and have given me permission to release their contact details to Junction Support Services for the purpose of this application. I understand that failure to gain the consent of the persons listed above to act as referees and provide their contact details may result in Junction Support Services not considering me for employment.

I further understand that only information which may assist me gain employment or assess my suitability for employment will be sought from the referees, and that such information will be handled in accordance with Junction Support Services’ Privacy Policy, including the provision of access to that information.

I understand that any false or misleading information given in this application may render my employment, if I am appointed, liable to termination. I declare that to the best of my knowledge, the above information and that submitted in any accompanying documents is correct.

Applicant’s Signature: Date: