
About Us

Anglicare Victoria works with children, young people, individuals, and families. We prevent harm and empower people to overcome challenges and achieve their full potential.

We believe in families and know that with access to the right support every family can grow and achieve their goals.

We work with families towards positive change. Whether it be a helping hand in a time of crisis or providing longer-term support and care. We partner with local communities, the private and public sectors, and our donors to deliver better results.

Supporting tens of thousands of Victorians every year, our 2000+ staff and volunteers operate from more than 90 sites across the state, as well as delivering assistance online, at home and in the community. We are Victoria's largest provider of Out of Home Care and Family Services, and one of Australia's most innovative agencies in working with vulnerable children youth and families.

Finance

The Finance Team is responsible for supporting the organisations operational and strategic performance, development and growth, by ensuring that relevant financial systems, reporting frameworks, risk controls and accounting policies and procedures are effectively implemented and managed in line with appropriate financial governance practices, accounting standards and organisational policies and procedures.

The roles within Finance vary to include business advice on tenders and operations of programs/services, commercial assessment of contracts, effective capital, investment and cashflow management, accurate recording, monitoring and analysis of income and expenditure performance against approved budgets, preparation and reporting of month and year-end accounts and overall systems development.

Position Specifications

The below outlines some specifics about the position:

Service Stream/Function:	Finance
Program:	Finance
Reports To:	Finance Manager, Senior Financial Accountant or similar
Direct Reports:	N/A
Internal Stakeholders:	Finance Manager, Program Managers, Team Leaders, Financial Controller, Manager Budgets & Analytics, Central Finance team, Regional Administration teams and all internal employees
External Stakeholders:	DFFH, Family Services Victoria, Strategic networks and partners, External Auditors, External key program administrative staff, Vendors
Classification:	SCHADS Level 4

About You (Key Selection Criteria)

Qualifications/Licences

Required:

- Diploma in Accounting, Bookkeeping or similar.

Desirable:

- Relevant Tertiary qualifications in a relevant finance, accounting or commerce or working towards achieving.

Knowledge and skills

- General knowledge and experience of accounting procedures and reporting packages e.g., Great Plains (general ledger system) and Convergica (accounts payable package) etc.
- Strong computing skills in full suite of Microsoft Office and proficient in the use of spreadsheets e.g., Excel.
- Demonstrated understanding of accurate data analysis and reconciliation procedures.
- Strong administrative and procedural skills.
- Excellent attention to detail and ability to meet deadlines.
- Sound stakeholder management and the ability to build and maintain strong, credible relationships.
- Ability to work under general supervision.
- Excellent interpersonal and communication skills in written and verbal English.
- Previous experience in a similar role within a community services organisation would be highly regarded.

Personal Qualities

- **Initiative and responsibility:** identify and share ideas for improvement with the team to increase effectiveness of how we work collectively and individually and take responsibility for own work and actions.
- **Drive and commitment:** ability to lead with best practice and set a high standard; motivated and positive approach to new challenges.
- **Teamwork and collaboration:** ability to support and promote a positive team culture of collaboration, inclusiveness, and respect.
- **Resilience:** the ability to maintain best practice while working under challenging circumstances such as working with those exposed to significant trauma.
- **Self-Development:** the desire to continually develop, inquire and learn through on-the-job experiences, exposure through participating in events, mentoring and education.

Your Contribution (responsibilities)

The key contributions in the role are outlined below:

Role Specific

- Support the region, function and/or programs in general accounting activities such as (but not limited to) invoicing, accounts payable, reconciliations (e.g. Targeted care packages, pre-loaded card expenses, client brokerage/vouchers, acquittals), raising journals or data entries and preparing related documentation and correspondence within expected timeframes and as per finance policies/accounting standards.
- Assist with regular reporting as required to extract statistical data and reports from records for analysis.
- Create new vendors and maintain changes subject to verification process.
- Assist in the preparation of accurate and timely monthly financial reports, including completing identified month-end journals, processes and reconciliations, and all required acquittals.
- Provide support and assistance with other duties as required.
- Assist in the development and reporting of budgets, funding status, tenders and program expenditure.
- Establish and maintain effective positive relationships within Anglicare Victoria and externally.
- Provide training and support to Converga users, in line with the developed training materials and user guides.
- Maintain accurate financial governance and record keeping procedures to ensure integrity and compliance with accounting standards, and overall security of data, including client brokerage voucher systems.
- Support the development and implementation of financial systems and processes in collaboration with the broader Central Finance team enabling adherence to internal control requirements.
- Foster and maintain a commitment to service provision that meets all legislation, Government and Anglicare Victoria policies, procedures as well as Funding and Service Agreements.
- Ensure that service delivery meets best practice and accounting guidelines, QIP standards and organisational standards.
- Maintain updated knowledge of and work within Anglicare Victoria policies and procedures.
- Administer GST, compliance on AP invoices including reviewing, assisting employees with knowledge and practical guidance on GST rules.
- Liaison between employees and central Financial Control Team regarding new credit cards, disputed card transactions, cancellation of cards and follow-up on un-coded transactions.
- Regional, central and/or site donation management and sundry income.

General

- Ensure familiarity and compliance with all governance, policies, and procedures.
- Adhere to all legislation, program requirements and relevant procedures relating to service provision.
- Undertake mandatory training within the required timelines. Participate in other training and development opportunities to ensure all necessary qualifications, skills, certificates, and clearances are obtained to meet the position requirements.
- Maintain appropriate and accurate case notes, records, reports and data-input, in line with the service area and function/position requirements.
- Attend client meetings, team meetings, workshops, and conferences, as required.
- Ensure privacy and confidentiality is always upheld.
- Professionally represent AV and our services at forums, meetings, and training with external agencies.
- Contribute to the development of continuous improvement and initiative strategies.
- Embrace and use new ways of working to enhance collaboration, effectiveness, and outcomes.
- Individuals may be required to undertake reasonable travel, as part of their position or duties.

Our Commitment to Health, Safety & Wellbeing

AV is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

All AV employees, contractors and volunteers are required to:

- take reasonable care for themselves and others who may be affected by their acts or omissions
- contribute to, and be involved in, the organisation's ongoing management of health and safety activities, including consultation
- follow all workplace health and safety policies and procedures implemented
- participate in relevant health and safety training and inductions based on roles and responsibilities.

Our Commitment to Inclusion

AV strives to be an inclusive, safe and responsive organisation that promotes diversity and actively supports inclusion for people and communities identifying as, but not limited to Aboriginal and Torres Strait Islander, LGBTIQA+, people with disabilities, people from diverse cultural, racial and linguistic backgrounds, people of all ages, people with caring responsibilities, and people with diverse religious beliefs or affiliations and people with lived/living experience of services similar to those delivered by AV.

All AV employees, contractors and volunteers are required to:

- take reasonable care to respect differences, to foster a workplace that is safe, healthy, positive, supportive, and free from all forms of harassment, bullying and discrimination.
- undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural, racial and linguistic diversity.
- address any unacceptable behaviour witnessed or experienced within the workplace directly with the individual/s responsible, if safe to do so or report to a relevant Supervisor or Manager.
- participate in and contribute to training, events and learning opportunities to celebrate differences, increase awareness and understanding of diversity, equity, and inclusion; and
- raise concerns and or complaints in a constructive manner, including identifying possible solutions.

Our Commitment to Child Safety

AV is committed to protecting children and young people from all forms of harm and abuse.

As an employee you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct, and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe.

Employment Screening and Required Certificates

Anglicare Victoria conducts safety screening practices for all preferred applicants. Safety screening must be satisfied prior to formal offers of employment being made and must be kept current to ensure ongoing employment. These include but are not limited to:

- an Australian Criminal History Check,
- an International Criminal History Check for those who have lived outside of Australia for longer than 12 months within the last ten years,
- a Current Employee Working with Children Check.

The responsibilities listed within this document have been identified as the primary functions of the position. Additional responsibilities not listed may be required; these may change from time to time to reflect the needs of our clients and the service but will remain at the same level of responsibility aligned to this position.